

Port Ewen Fire Commissioners Meeting

Date: March 3rd, 2026

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

X 5yr David Brechter
X 4yr Jack Spinnenweber II
X 3yr Michelle Spinnenweber
X 2yr Scott Sammons
 1yr Roger Boughton
X Sec'y Mike Dauner
X Treas. Wendy Trojak

X Chief Clark R. Mains
X Asst. Mike Lange
X Asst. Joseph Mains
X Asst. Thomas Mains

Pledge to the Flag

Meeting was called to order by: Commissioner J. Spinnenweber II at 19:00 hours.

Minutes: Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner D. Brechter 2nd by Commissioner Sammons. 4ok motion carried.

Treasurer's Report – Treasurer report read by Treasurer Trojak. Motion to accept the Treasurer's Report was made by Commissioner Sammons, 2nd Commissioner M. Spinnenweber . 4ok motion carried.

- Insurance renewals were received and vouchers were processed.
- Profit & Loss was printed out and forwarded to Commissioners. She is working to finalize budget with Audit.
- Treasurer paid off the Tax Anticipation Note and she reviewed with board the payoff schedule.
- Treasurer deposited check for payment of banquet from department.
- Auditor addressed the payment of Sutphen Engine with reserve, there were some monies which should not have been paid with reserve and Treasurer is working to address.
- Audit went well, thank you to Jack Spinnenweber Sr for buying lunch for those who worked. Auditor has stated that if you buy something from state bid you must take a picture of state bid to show proof. Additionally, if you email a vendor for a quote and they do not respond as an additional quote copy the email for file, same goes with Amazon. She stated to write what you are requesting a price for in the email header, so accountant knows. Discussion on audit, some certified payroll was needed and she is awaiting paperwork.
- Treasurer is working with accountant on setting up two companies for the district, one for general funds and one for firehouse project. It will make it easier for all.
- Treasurer is trying to obtain a clear answer from accountant and bond counsel on the interest matter with regards to firehouse bond money. Secretary spoke with attorney and the attorney stated that provided the district begins working on the project and is making

progress and spending money on the project with design, etc. it shows that the board is working in good faith and should not show negative with the district with regards to IRS, etc. He offered to the board to have the attorney reiterate the conversation in writing for the board and asked him to do so. With the previous audit from the state, etc. this has not shown itself to be an issue.

- Received a credit of \$67.68 from VFIS for Group Term Insurance credit on census.
- Treasurer discussed investment opportunities addressed by Bank of Greene County considering audit concerns from the state. She could investigate NYCLASS and there is a need to investigate other options including savings accounts. Commissioner J. Spinnenweber II suggested the board discuss financials at the April meeting.
- Annual Financial Report has been approved for an extension by NYS and new deadlines are set. Accountant is working on it.

District Vouchers were presented and were audited by the Commissioners in attendance.

Correspondence/Communications:

Commissioner M. Spinnenweber:

1. Van Allen Associates is an insurance company which offers dental for firefighters at a discount rate – she left for those who were interested.
2. Fitzgerald Bros liability insurance was received.

Secretary Dauner:

1. LOSAP Certification submitted to VFIS
2. Fire District Affairs Newsletter received for Feb -March 2026
3. Group Term Life Insurance Census changes were made and submitted
4. Copy of letter to membership on requirements of annual physical and firefighter physical night
5. OSHA 300 form for 2025 was posted
6. Capital Area Fire District trainings announcements were left for commissioners

Commissioner M. Spinnenweber took 48-12 to dealership for a recall on ABS lights. Parts were not in stock, however another recall was repaired at no charge.

Commissioner J. Spinnenweber II:

1. Letter on purchasing of old sander – to be addressed under new business

Unfinished Business:

Commissioner J. Spinnenweber II:

1. Commissioner J. Spinnenweber II wanted to update board on Starlink, due to family matters the installer was unable to get down to install but should be done this week.

Commissioner M. Spinnenweber:

1. Reviewed the proposed changes to the custodial duties for the buildings and discussion followed. Frank Banks stated he purchases the cleaning materials however the board pays for them and the board agreed. Commissioner Sammons asked monthly mopping of

Chief Office to be added. **A motion was made by Commissioner Brechter, 2nd Commissioner Sammons to approve the Port Ewen Fire District Custodial Responsibilities for Cleaning and Maintenance of all District Buildings as amended. 4ok motion carried.**

2. Commissioner M. Spinnenweber reviewed the changes to the Headquarters Hall Rental Rules & Regulations. She asked that wording on clean up checklist be reworded. After discussion, **a motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Brechter to approve the Headquarters Hall Rental Rules & Regulations as amended. 4ok motion carried.**
3. Commissioner M. Spinnenweber addressed proposed Chief light and radio policy. Discussion followed on the merits of the proposed policy. Secretary Dauner expressed concern that the district is saving money on insurance maintenance and purchasing of vehicles and it does not give incentive to a person to be a chief officer if they must pay their own money to install equipment if they purchase a new vehicle, a better option would be to purchase a vehicle. Commissioner M. Spinnenweber stated the board could make an exception to the policy if necessary. Chief Mains felt in past things were working. If an accident in vehicle occurs or a malfunction equipment needs to be replaced, setting this policy would push people away. Discussion continued, and Chief recommended that board purchase vehicles and set the rules for use. Commissioner Sammons felt proposed policy should be reviewed more and it was stated that Commissioner Boughton who was unavailable for meeting was not in favor of the policy. Majority of board was not in favor of pursuing the policy at this time and it was mentioned incorporating some of the recommendations into the existing Chief Vehicle Policy. Chief Mains liked the proposal stipulating that only one vehicle per chief be provided with equipment and felt lease vehicle should not have equipment installed.
4. Drug & Alcohol Policy was addressed to add legal drugs – it was addressed that marijuana, etc. is covered in policy – after discussion, no further action. Commissioner M. Spinnenweber addressed the Personnel Policy and needed to change title for members from junior firefighter to firefighter with age restrictions. Secretary will make corrected wording and bring it to next meeting for the board to further review and adopt at the April meeting. Procurement Policy was reviewed and recommended changes were to have Section E updated as to the requirement for quotes dependent on money spent. After discussion, **a motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Sammons to approve the Procurement Policy with the following amendment to Section**

E The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Method

\$0.00 - \$1,999.99

One written quote

\$2,000.00 - \$4,999.99

Two written quotes

\$5,000.00 - \$9,999.99

Three written /fax quotes or

requests for proposals

\$10,000.00 to \$19,999.99

Three written /fax quotes or

requests for proposals

Estimated Amount of Public Works Contract

\$0.00 - \$2,999.99.00

one written quote

\$3,000.00 - \$4,999.99
\$5,000.00 - \$6,999.99
requests for proposals
\$7,000.00 to \$34,999.99
requests for proposals
4ok motion carried.

Two written quotes
Three written /fax quotes or
Three written /fax quotes or

5. Commissioner M. Spinnenweber created a sign off sheet for district gear. After discussion, existing signoff will be updated with recommended changes and brought back to April meeting for review and approval of board. Capital Purchase Policy was discussed and Commissioner M. Spinnenweber recommended having the Secretary or Treasurer added as maintaining list of Capital Items. Secretary and Commissioners stated that the Secretary and Treasurer are agents of the board - no action from board. Commissioner M. Spinnenweber addressed Chief Policy and recommended that Chief restart monthly log for vehicle and that no pets be allowed in the vehicle. Chief Mains inquired what the log was and Commissioner M. Spinnenweber stated for mileage, etc. Secretary stated a log was originally kept for fuel, etc. however, with changes to policy the board dropped the requirement. Chief Mains stated he does have his pet in it however he cleans it prior to others using it. Commissioner M. Spinnenweber stated it was brought to her attention and Commissioner S. Sammons stated he felt it did not need to be addressed currently as vehicle is older however could be addressed in future should a new vehicle be purchased – no further action.

Chief Mains asked Commissioners who own district apparatus that he would like on record that the Commissioners give authorization for Commissioners who are not firefighters to operate apparatus. Commissioner M. Spinnenweber stated that she checked with the insurance company when she drove 48-12 and she is covered to operate. After discussion, Commissioner M. Spinnenweber will check with insurance company so the board can address the matter.

6. Commissioner M. Spinnenweber advised that she received a estimate from Troy's Auto Body in amount of \$6,916.73 to repair the recent damage to 48-12. Previous accident damage estimate which was reimbursed by insurance company to district was \$2,885.00 and repair to same affected area had not been started yet. The appraiser gave a estimate of \$5,375 which was minus the deductible and the insurance company will reimburse the district an additional \$1,990.00. If Troy matches the appraiser estimate it will cost the district \$500 out of pocket however, if they stay with their estimate, it will cost the district approx. \$2,000.00. The truck needs to be fixed as the district has received some of the insurance money already and she will work with Troy to try to address estimate and if needed she can investigate other companies to do work. **A motion was made by Commissioner Sammons, 2nd Commissioner Brechter authorizing Commissioner M. Spinnenweber to move forward with work to have 48-12 damage repaired. 4ok motion carried.**
7. VFIS Insurance Portfolio has increased more than predicted in October but should be within budgeted amount for this year. Insurance is anticipated to increase again, and more money will need to be allocated in 2027 Budget. The deductible has increased to \$1,000.00.

8. Commissioner M. Spinnenweber rewrote two snow specs including salting and presented to board to review. Should be brought up and sent out prior to November.
9. Electrician completed new work for new compressor. Jack Spinnenweber Sr. just needs to complete plumbing work.

Secretary Dauner:

1. Just wanted to note there were three people who were unable to attend the banquet due to illness and work mandates, one paid by district. He just wanted board to be aware and in past no action would be taken, board agreed.

New Business:

Commissioner M. Spinnenweber:

1. Addressed Spectrum bill and increases, she would like permission to speak with Spectrum to lower costs. No objection from board.
2. Inquired about a petty cash receipt for Sam's Club. Chief advised that it was for a refreshment purchase for a member wake.
3. Commissioner M. Spinnenweber asked permission to write a letter to Ladies Auxiliary regarding oil left in the annex. After discussion it was old oil and will be disposed of by Frank Banks. Ladies had previously been advised not to leave there and if occurs again it will be addressed with Ladies Auxiliary.
4. Commissioner M. Spinnenweber addressed Best Value Policy which was discussed at a recent Commissioner Training. The policy is to take the best bid (lowest responsible bid) vs. low bid, board discussed and it was addressed this is currently in all bids and RFP's the district puts out.
5. Commissioner M. Spinnenweber addressed recent email received from Steve Cerini concerning questions on policies. She asked that correspondence go to all five commissioners. Commissioner Sammons addressed that there have been a lot of FOIL requests as of late and he appreciates the Freedom of Information Law, he offered to sit with Steve to assist with what he may be inquiring about documents on.

Commissioner J. Spinnenweber II:

1. Frank Banks has inquired about purchasing an inoperable sander which the district owns and is considered surplus. Frank has offered to purchase it for \$100.00. **A motion was made by Commissioner J. Spinnenweber II, 2nd Commissioner Sammons authorizing sale of a inoperable sander which has been deemed surplus, and the district has no need for the piece of equipment. The district shall sell the sander to Frank Banks in as is condition for \$100.00. 4ok motion carried.**

Secretary Dauner:

1. Secretary Dauner addressed physical program, he investigated other companies and First Care's cost is competitive. First Care has updated their clearance letter, and the membership has been sent the annual letter advising of their requirement for an annual physical. First Care has set a date this spring for a firefighter physical night for members to get their physical after hours.

2. Secretary asked permission from the board to pursue updating the fire district boundary map. Board had no objection.

Permission for Headquarters Hall Usage:

- March 21st George Banks for a birthday party – no objections from board.

Chief's Report:

1. Nothing to report.

Firehouse Project:

Commissioner J. Spinnenweber II presented the board his recommendations for a new firehouse. Discussion held on drive-thru bays which will decrease usable space. The current committee is: Clark R. Mains – Chair, Scott Sammons and Michelle Spinnenweber representing commissioners, Joe Mains, and Ron Naccarato. Discussion was on staying within the current site plan and building in phases and money to expend staying the same. There was a concern that the new firehouse would need to be 3-4 bays, with decon, dispatch room, Chief office, and storage. Also whether a hall and kitchen could be included for the current money on hand. Secretary Dauner spoke with the district's attorney who recommended a land use attorney for the adjustment of the size of the building. The land use attorney felt that the site plan could be amended if necessary. The committee would need to meet to discuss the project and make initial recommendations to the board so the board could then submit for Requests for Proposals for a new engineer. The board asked that the committee have a recommendation to them by the May meeting and Commissioner Brechter stated he would like to see a member of the community on the committee. Chief Mains stated he had mixed feelings on it but the committee could discuss it. Jack Spinnenweber Sr. offered to serve on the committee. At this time, **a motion was made by Commissioner J. Spinnenweber II, 2nd Commissioner Brechter to appoint the Firehouse Committee with members being: Clark R Mains – Chairman, Commissioner Scott Sammons, Commissioner Michelle Spinnenweber, Joe Mains, Ron Naccarato, and Jack Spinnenweber Sr. 4ok motion carried.**

From the Floor:

A.E. Stokes:

1. Asked that the board raise to the membership whether there is any interest from them being on the committee which would then be up to the current committee or board to appoint.

Joe Mains:

1. Emailed quote from First Net to the board members and asked it's status. Commissioner J. Spinnenweber II said board is still looking into it. Commissioner M. Spinnenweber said they are waiting on installation prices for the equipment.
2. He would like more information on exhaust system being installed. Commissioner M. Spinnenweber said it is a MagneGrip system with tubes and auto eject. Joe said he had

concerns as we are currently under tight quarters and Commissioner M. Spinnenweber said they are smaller and more compatible.

Jack Spinnenweber Sr:

1. Gear racks are in and will be delivered to the firehouse.

Motion to adjourn made at 20:50 by Commissioner Sammons, 2nd by Commissioner M. Spinnenweber. 4ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary