Port Ewen Fire Commissioners Meeting

Date: January 6th, 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
_X_ 1yr Roger Boughton
_X_ Sec'y Mike Dauner
___ Treas. Wendy Trojak

_X_ Chief Clark R. Mains
_X_ Asst. Mike Lange
___ Asst. Joseph Mains
_X_ Asst. Thomas Mains

Pledge to the Flag

Meeting was called to order by: Secretary Dauner at 19:00 hours.

A motion was made by Commissioner Brechter, 2nd Commissioner Sammons to appoint Commissioner J. Spinnenweber II Chairman. 5ok motion carried.

A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to appoint Mike Dauner District Secretary /Deputy Treasurer 5ok motion carried.

A motion was made by Commissioner Boughton, 2nd Commissioner Brechter to appoint Mike Dauner to carry out LOSAP Secretarial Duties. 5ok motion carried.

A motion was made by Commissioner Brechter, 2nd Commissioner Boughton to appoint Wendy Trojak District Treasurer /Deputy Secretary. 5ok motion carried.

A motion was made by Commissioner Sammons, 2nd Commissioner Brechter to appoint Clark R. Mains LOSAP Administrator. Vote: Commissioners' J. Spinnenweber II, Sammons, Boughton, Brecher – Yes. Commissioner M. Spinnenweber – No. Motion passed.

A motion was made by Commissioner Boughton, 2nd Commissioner M. Spinnenweber for District meetings to be held the first and third Tuesday of each month at 7:00pm at Headquarters. Discussion: Commissioner Sammons cannot make the meetings to be held on the third Tuesday. After discussion, Vote: Commissioners' J. Spinnenweber II, M. Spinnenweber, Boughton, Brechter – Yes. Commissioner Sammons – No. Motion carried.

A motion was made by Commissioner Brechter, 2nd Commissioner M. Spinnenweber for Bank of Greene County to be the district bank. 5ok motion carried.

A motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Brechter to have Daily and Sunday Freeman be the official district newspaper. 5ok motion carried.

A motion was made by Commissioner Sammons, 2nd Commissioner Boughton to appoint Frank Banks of FB Property & Facility Maintenance as custodian. 5ok motion carried.

A motion was made by Commissioner Brechter, 2nd Sammons to appoint Hannigan Law Firm as the Fire District Attorney. Discussion: Commissioner M. Spinnenweber raised the issue of not being kept apprised of issues by attorney. She wished direct communication from attorney. Secretary asked if all commissioners were cc'd on his and attorney communication would that be acceptable. After discussion, motion was amended to include all commissioners who shall be cc'd on all attorney /district correspondence. Vote: 5ok motion carried.

A motion was made by Commissioner Boughton, 2nd Commissioner M. Brechter to maintain membership and pay dues in AFDSNY, UC Assoc. of Fire Districts and NYS Assoc. of Fire Chiefs. 5ok motion carried.

A resolution was adopted for the Treasurer to be authorized to pay in advance of audited claims for water and electric utilities, telephone payment, postage, gas /diesel account, garbage removal, and office supplies. Moved Commissioner Sammons, 2nd Commissioner M. Spinnenweber. 5ok resolution adopted.

Commissioner J. Spinnenweber II will hold off on committee appointments to allow discussion with board.

A motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Boughton to set Headquarters as location of District elections. Special Elections. Vote: Commissioners' M. Spinnenweber, Sammons, Boughton, Brechter – Yes. Commissioner J. Spinnenweber II – No. Motion carried.

A motion was made by Commissioner Brechter, 2nd Commissioner Sammons to approve yearly contracts for MES SCBA /Compressor Service, GenPlus (generator Sta #1 & #2), Safeco(alarm system), and State Line (JAWS). Discussion. Commissioner M. Spinnenweber advised that she would like to review contracts on an individual basis when they are received. Board wished to begin reviewing and motion was rescinded. A motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Sammons that leasing contracts be reviewed prior to approving. 5ok motion carried.

A motion was made by Commissioner Boughton, 2nd Commissioner M. Spinnenweber to approve mileage at the federal rate for 2025. 5ok motion carried.

A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to appoint Fitzgerald Brothers to be the district's first call mechanic for apparatus. 5ok motion carried.

A motion was made by Commissioner Brechter, 2nd Commissioner Boughton to readopt the following District Policies for 2026: Personnel, Procurement, Harassment, Sexual Harassment, Workplace Violence, Whistleblower, Chiefs Vehicle, Gear & Equipment, Investment, Capitalization, Code of Ethics, Voucher, Data Recovery, Document Retention, Credit Card, Medical Clearance, Drug & Alcohol Abuse. Discussion: Commissioner M. Spinnenweber would like action taken on policy revisions prior to re-approval. She has five recommendations. After discussion, motion was rescinded. A motion was made by Commissioner Sammons, 2nd Commissioner Brechter to readopt the following District Policies for 2026: Personnel, Procurement, Harassment, Sexual Harassment, Workplace Violence, Whistleblower, Chiefs Vehicle, Gear & Equipment, Investment, Capitalization, Code of Ethics, Voucher, Data Recovery, Document Retention, Credit Card, Medical Clearance, Drug & Alcohol Abuse however all policies will be reviewed in the 1st quarter of 2026 to make potential changes by March. 5ok motion carried.

Minutes: Additions/Corrections to the previous month's meeting(s): December 2nd meeting page 3 under Secretary should reflect November 4th not December 2nd. Motion to accept minutes was made by Commissioner M. Spinnenweber 2nd by Commissioner Sammons. Vote: Commissioners' J. Spinnenweber II, M. Spinnenweber, Sammons, Boughton – Yes. Commissioner Brechter – Abstain. Motion carried.

Treasurer's Report – Treasurer report read by Secretary Dauner. Motion to accept the Treasurer's Report was made by Commissioner Boughton, 2nd Commissioner Brechter . 5ok motion carried.

- Ther was an invoice for heater service at Sta #1 which was not paid as the heater was replaced. It will be held for next year and for Commissioner M. Spinnenweber to investigate contracts.
- There is a past due statement for NAPA. It is from purchase of hoses for diesel pump which was paid for last month.
- Tax Anticipation Note is in process for bond payment. Bond counsel addressed the bond payment and that with not spending money as there is no action on the firehouse there will be a change to the taxable status. Treasurer Trojak is speaking with the accountant on the issue. Secretary noted that this has always been the case hence the need to spend the money and this has not changed – the money was authorized for a project and cannot just sit with no action. Commissioner M. Spinnenweber said that if a six-bay firehouse cannot be built then a smaller firehouse should be considered. It was addressed a second meeting should be held to discuss the firehouse project.
- Treasurer Trojak has been working with the accountant to begin the 2025 Audit. Treasurer will meet with accountant February 21st.
- Commissioner M. Spinnenweber inquired why a second McAfee charge was paid on credit card. Secretary said he will speak with Treasurer Trojak and investigate.

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

Correspondence/Communications:

Secretary Dauner:

1. 2025 LOSAP Tabulation was received. It will be forwarded to the board to review so they can certify at the February meeting.
2. Attestation of Benefits for the cancer policy was completed and sent to NYS as required annually. The Cancer Insurance Policy was received as well.
3. Office of State Comptroller Corrective Action Plan was signed by Chairman J. Spinnenweber II and sent to state electronically and via mail.
4. Christmas card from Hannigan Law was received.
5. Copies of correspondence to three members on their physicals were sent out and are in personnel files.

Commissioner M. Spinnenweber:

1. Provided Secretary with copy of Darmstadt Door liability insurance.

Unfinished Business:

A motion was made by Commissioner J. Spinnenweber II, 2nd Commissioner Sammons to go into executive session to discuss the work history of a particular employee. 5ok motion carried.

A motion was made by Commissioner Brechter, 2nd Commissioner Sammons to exit executive session. 5ok motion carried.

A motion was made by Commissioner Sammons, 2nd Commissioner Brechter that due to failure to appear for a disciplinary hearing on charges related to the gear & equipment policy, firefighter Craig Williams shall have his appointment as a firefighter terminated and all district owned equipment shall be returned immediately. Chief Mains will make appropriate contact to have gear returned and reach out to UCSO. 5ok motion carried.

A motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Brechter that Kathleen Banks have a physical by Monday January 12th and if not received, all district gear will be turned in effective immediately or follow up will be made with UCSO. 5ok motion carried.

New Business:

Commissioner Brechter:

1. Would like to attend the Commissioner Training in Glenham on April 25th. A motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Boughton authorizing Commissioner David Brechter to attend In Classroom Commissioner Training in Glenham on April 25th at a cost of $125.00. 5ok motion carried. Secretary Dauner will take care of sign up and payment for class.

Secretary Dauner:

1. Addressed Treasurer Trojak's request for a printer for the Secretary /Treasurer office. A motion was made by Commissioner Sammons, 2nd Commissioner M. Spinnenweber authorizing purchase of a printer for Secretary /Treasurer office for up to $400.00. 5ok motion carried.

Commissioner J. Spinnenweber:

1. Addressed the bills for Starlink. The paperwork submitted referenced estimates not invoice and it needs to be stated invoice to be paid. Discussion followed. A motion was made by Commissioner J. Spinnenweber, 2nd Commissioner Sammons authorizing deposit of $2,100.00 to be paid for Starlink to install internet and balance of $1,385.00 to be paid provided a bill be presented to the Treasurer. 5ok motion carried.

Commissioner M. Spinnenweber:

1. Inquired of the Chief as to the status of the repair of 48-12 and whether the repair will wait until spring. Chief Mains advised that due to the weather he was planning on having completed in the spring.
2. Inquired whether gear purchase was progressing and who was receiving gear. Chief Mains advised that it was and that the Assistant Chiefs had the list of who was receiving.

Permission for Headquarters Hall Usage:

- None

Chief's Report:

1. DeWalt batteries on Rescue 2 no longer work and are approx. $150.00 to replace. A motion was made by Commissioner Brechter, 2nd Commissioner Sammons authorizing purchase of (2) DeWalt batteries for equipment on Rescue 2. 5ok motion carried.
2. New Assistant Chief might need equipment to outfit his vehicle with radios and lights. Outgoing Assistant Chief owned all his equipment. Board asked that an estimate be provided for equipment and installation needed.
3. A white car has been parked in Headquarters parking lot and needs not be parked during snowstorms as it is in the way. Commissioner Sammons knows individual and will speak with them.
4. Addressed the pickup truck and when it is used. By the Commissioners rules the Chief oversees it and he was not advised that the board approved for it to be used for a class. He asked for a heads up or persons to contact him first so he is made aware. He states he would like to be made aware of it first as it is supposed to be his approval first. Discussion followed.

From the Floor:

Joe Mains:

- Addressed tablets – he will get quotes for the board.

Steve Cerini:

1. He attended the meeting last month and addressed the board and he observed in the minutes that a copy of his comments was attached to the minutes, however, were not in the minutes. Secretary Dauner addressed how he typically completes the minutes and that they are a synopsis of the minutes. Secretary note: this copy of the statement would be readily available on request with the minutes and not subject to foil. Commissioner M. Spinnenweber stated she agreed with Mr. Cerini's comments that the district does need to move forward with the firehouse project, and a decision needs to be made to build a 3-4 bay firehouse. She stated a decision needs to be made this year and the board must sit down and move forward on what they can afford with what is on hand. Secretary Dauner stated he hoped that the board can sit down and create a historical timeline with those who have been involved since the beginning of the project on what has transpired so as to give insight to the board to help with moving forward on the project.

Chief Mains advised that he spoke with Highway Superintendent Mike Cafaldo regarding salting of parking lots and Superintendent Cafaldo advised the Highway Department will salt the district parking lots on request. Chief Mains and Chairman J. Spinnenweber II will contact the highway department if it is required. Commissioner M. Spinnenweber advised that she will work on a spec moving forward for salting. Discussion followed.

Motion to adjourn made at 20:10 by Commissioner Brechter, 2nd by Commissioner Sammons. 5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary