

Port Ewen Fire Commissioners Meeting

Date: February 6th, 2024

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

X 5yr Michelle Brennan-Spinnenweber

X 4yr Scott Sammons

X 3yr Roger Boughton

X 2yr Shannon Harris

 1yr William McNamara

X Sec'y Mike Dauner

X Treas. Wendy Trojak

X Chief Clark R. Mains

X Asst. Mike Lange

X Asst. Joseph Mains

X Asst. Frank White Jr.

Pledge to the Flag

Meeting was called to order by: Commissioner Sammons at 20:00 hours.

At this time Chris Marta of Sleightsburgh gave the board a presentation on his review of the firehouse project and ways he felt could reduce overall costs to the project allowing construction of a firehouse within current funds available. The presentation lasted approx. 30 minutes after which Chairman Sammons thanked Chris for his presentation.

Minutes: Additions/Corrections to the previous month's meeting(s): Commissioner Harris asked the minutes reflect that she commented "it would be preferable for the board complete its business in an hour's time in order to avoid evening fatigue impacting prudent decision making under setting of meeting dates /times". Motion to accept minutes as amended was made by Commissioner Brennan-Spinnenweber 2nd by Commissioner Harris. 4ok motion carried.

Treasurer's Report – Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Boughton 2nd by Commissioner Harris. 4ok motion carried.

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

1. First payment on bond was paid with interest by the TAN.
2. The tax check was received from the town in the amount of 872,355.48
3. The Tax Cap account balances are reflecting the TAN deposits and payments until the TAN is paid off. Thank you to Bank of Greene County and Fiscal Advisors for all their work on the matter. Now that the town tax check was received, she will pay off the TAN.
4. Charter Communications – Spectrum equipment needs to be swapped out. Mike Lange has offered to assist with completing.
5. Pestmaster performs monthly services at Headquarters and the Stations and there is an ongoing billing issue as they perform work after meeting and then ask bill be paid before next meeting. Treasurer cannot pay invoices without an approved invoice. She will speak with their staff on the matter.

6. PILOTS were deposited in amount of \$1,932.42 for Birches and \$13,760.00 for BOCES.
7. Next bond payment is due in August.

Correspondence/Communications:

Secretary Dauner:

1. DEC report on fill for firehouse site was received and is on file.
2. Secretary received VFBL and Workers Comp renewals for 2024. Invoices were submitted and paperwork is on file.
3. Received a letter from James Alecca asking that his name be placed on the 5-year term of Commissioner ballot for 2024 Commissioner election.
4. Roger Brandt provided information on AFG grant and information was provided to Commissioner Harris.
5. AFDSNY December – January Newsletter was received.

Unfinished Business:

Commissioner Brennan-Spinnenweber:

1. Hole at Headquarters observation room was fixed by Frank Banks.
2. There is a hole by door near downspout which needs to be addressed. It will be looked into with Frank Banks assistance if needed.
3. Inquired whether a liability certification was received from contractor Freighlander who performed stump removal at new firehouse site. Secretary advised he has not been provided anything.

Commissioner Harris:

1. There was a complaint of the ladies' room at Headquarters being cold. Commissioners' Harris and Brennan-Spinnenweber checked it out and some caulk can be placed in corner seam however past practice was to leave doors open when not in use to aid circulation. Commissioner Brennan-Spinnenweber obtained a quote for a mini heater if necessary, however felt caulking seams was first step. Commissioner Sammons recommended addressing the caulk work with Frank Banks first and then report back if further steps are necessary.

Commissioner Boughton:

1. Inquired whether Assistant Chief Lange obtained prices on gear lockers. Assistant Chief Lange advised they are holding off on matter for now.
2. Inquired whether Chief Mains addressed social media issue for district, Chief advised it was a suggestion to board to address matter. He was not taking any action on it.

Secretary Dauner:

1. Timely Signs completed sign repair on Sta #2 and work came in under budget.
2. Bay door sills on Rescue 1 and pickup bay doors at Sta #1 were repaired by Steve Cross. Total was \$600.
3. Banquet Committee report is on file. The total for the banquet paid by the district was \$4,788.00 with \$1,764.00 to be paid to district by department for the members guests.

4. Addressed RFP for Auditing services. Commissioner Sammons and Secretary Dauner met for the RFP opening on January 16th, 2024 and two companies submitted proposals. Gagnon & Associates CPAs submitted a proposal for \$4,600 for annual Audit and \$2,200 for annual LOSAP Audit. Cooper Arias, LLP submitted a proposal for 2023 Audit \$8,500 and for 2024 \$8,850. If the board requested the AUD be completed a fee of \$600 would apply. Treasurer and Secretary addressed the two proposals. The current accountant, Gagnon & Associates, has been the district's accountant for several years and although work product is good, communication has been lacking over past couple years particularly during the recent budget and TAN preparation. It is the recommendation to the board that Cooper Arias, LLP be appointed as accountant for the 2023 and 2024 audit as well as to complete the AUD for both years. **A motion was made by Commissioner Boughton, 2nd Commissioner Brennan-Spinnenweber to appoint Cooper Arias, LLP as auditor for 2023 and 2024 to include filing of AUD each year. 40k motion carried.** Secretary Dauner will send a letter to both companies advising of the board's decision and request will be filed with NYS for the 2023 AUD.

Treasurer Trojak:

1. Treasurer gave an update on the phone issues among the different properties. After much work Treasurer said we should stay with the current way the board handles phone, cable, and internet. The fax line cannot be disconnected as the internet is linked to it and removing fax line would remove both without any way to reinstall internet with Verizon the way they are situated. Switching everything to Spectrum will not save any money and may be more expensive so a recommendation was made to wait until after the new building is built and the board knows what properties will be kept. No further action.

New Business:

Commissioner Brennan-Spinnenweber:

1. Commissioner Brennan-Spinnenweber would like to look into other companies to handle garbage pick up as there should be cheaper prices. Commissioner Sammons recommended keeping the same size dumpster as it is used for many activities. She will obtain prices for services and options to pick up bi-weekly and report back next month.
2. Recommended that the board begin the process of looking into installing an exhaust system for apparatus. Commissioner Sammons and Brennan-Spinnenweber will meet with the Chief to discuss options and begin the process. It was recommended the board consider what building may need to be kept if the new building does not have capacity and make a decision on matter. Commissioner Harris said the matter can be discussed off-line involving the firehouse committee.

Commissioner Harris:

1. Commissioner Harris addressed recent grant options she was researching if a building is kept. Currently State Capital V Fire Grant is available and covers equipment and up to a million dollars in new construction. She spoke to an agency, Choice Words Grant Consultancy of New Paltz, who specializes in grant writing and their rate is \$100 per hour estimating working up to 30 hours. With public approval, property acquisition and breaking ground, the only thing needed is a design with a budget. With Chris Marta's

conceptual which was presented this evening she felt this could be used towards a grant application. Commissioner Harris would like to have the grant writer assist us and they could be utilized for the AFG Grant for apparatus and equipment. A meeting is upcoming with Assemblyperson Shrestha and other grants requests are being pursued with Senator Hinchey currently. Commissioner Harris recommended that Congressman Ryan be approached about grants and she is working on other opportunities through the state parks and historic preservation. **A motion was made by Commissioner Sammons, 2nd Commissioner Boughton authorizing Commissioner Harris to retain Choice Words Grant Consultancy in amount up to \$4,000 for grant writing on behalf of fire district. 4ok motion carried.**

Commissioner Sammons:

1. Ron Naccarato presented to the board his findings on repair work needed to Sta #1 & #2 apparently from leaking on gutters. He advised there is mortar degradation which needs to be addressed and that the building should have new gutters installed. Board advised they will look at Ron's report and revisit next month and in meantime they asked Ron if he would obtain pricing on gutters. **A motion was made by Commissioner Boughton, 2nd Commissioner Brennan-Spinnenweber authorizing Ron Naccarato to obtain quotes for new gutters on Sta #1 & #2. 4ok motion carried.**
2. Addressed Engine 1 progress – Chief said they are working on cab and pump.

Secretary Dauner:

1. Secretary spoke recently to UC Personnel Department recently requesting payroll certification for 2023. Past couple years has been a challenge receiving a response however he is working with them and hopefully will have more information at next meeting.
2. 2024 Cancer Coverage paperwork has been completed and will be placed on file including new eligible member paperwork.
3. There were a couple motions which were not addressed at the recent meeting which the Secretary brought forth for consideration. **A motion was made by Commissioner Sammons, 2nd Commissioner Harris to appoint Hannigan Law Firm as district's attorney for 2024. 4ok motion carried. A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to renew UC Assoc. of Fire District's membership for 2024. 4ok motion carried. A motion was made by Commissioner Sammons, 2nd Commissioner Brennan-Spinnenweber authorizing Treasurer to pay in advance of meeting charges on WEX account for gas & diesel. 4ok motion carried.**
4. Snow bid opening was held this evening at 7:30pm and no bids were received. Commissioner Boughton submitted a proposal however with winter half over Secretary did not see if it was necessary. Chief Mains spoke to the need of a plow contract and said he had no problem plowing himself and can do so as long as he was not working. There were several other individuals who were willing to do. He felt as long as he and others are available there was no need and that a on call could be available including help from Highway. Commissioner Brennan-Spinnenweber stated it was only addressed due to not being able to be salted. Board agreed to continue current practice and revisit for next year.

5. Secretary requested two copies of the NYS Fire District Officers Guide one for himself and one to be placed in Chief's office. **A motion was made by Commissioner Brennan-Spinnenweber, 2nd Commissioner Sammons authorizing Secretary to purchase two copies of NYS Fire District Officers Guide. 40k motion carried.**

Commissioner Sammons requested that the firehouse committee meet to discuss Chris Marta's presentation given earlier this evening and report back to the board. Commissioner Sammons asked Chris to provide a copy of his presentation so it can be reviewed. A date will be set for the meeting.

Chief's Report:

1. Sean Foran of Hueber Breuer offered to meet with the board to give a presentation on what his company does for fire districts and municipalities specializing in referendums and consulting work and was scheduled this evening however he could not make it. Chief Mains inquired whether the board wished to meet with him and if so when. After discussion, the board asked Chief Mains to set a meeting with Sean at the second commissioner meeting on Tuesday February 20th at 8:00pm.
2. Bid for site work on road is ready to go and is being placed in paper. The bid opening will be held February 28th and a recommendation to appoint a bidder will be given to the board at the March 5th meeting.
3. Chief Mains addressed the need for the district to purchase a FIT testing machine for interior firefighters to have FIT testing performed in house. Currently the county's machine is utilized however it is not always available and there are times when it is broken and out for repair. FIT testing by First Care would be \$60 per member and Chief Mains is recommending the board consider purchasing a unit for \$15,456.35 which will come with a five-year warranty. Currently there are members who are certified to complete the testing. Discussion was held on where the funds could come from including existing budget, equipment reserve fund by way of a permissive referendum, and grant opportunities. Commissioner Harris stated she is supportive of the purchase and asked for time to look into grant opportunities before the purchase is made another way. She said that the purchase cannot be made prior to the grant request as they won't accept it. Chief asked that the board consider purchasing the machine and have in place by summer.

From the Floor:

Chris Marta:

- If the board needs any graphics for grants, he has a contact and offered to speak to Commissioner Harris on the matter.

David Wurtz:

1. Asked if county could purchase more FIT test machines for use.

Penny Dugger:

1. Wanted to thank Chris Marta for his presentation. She realizes the necessity for a firehouse and also the need to keep cost down. What Chris presented gave the district what they needed but without a second story. Time is of the essence and she asked the board work faster to start the process. Commissioner Sammons stated the process is moving forward as quick as it can and reminded that there are volunteers involved.

Roscoe Pecora:

1. Thanked Chris Marta for his work and the fire department members who assisted him in gathering information and is a step in the right direction. The board gets to decide what the district really needs and whatever it is decided it has to be affordable. He said not only is the #1 priority the safety of those served but also the volunteers who serve.

Vincent Coq:

1. Thank you to Chris Marta for his presentation as well as thank you to all the members of the department /district.

Motion to adjourn made at 21:47 by Commissioner Boughton, 2nd by Commissioner Harris.
4ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. TAN Closing Documents
3. Audit RFP's
4. 2024 Banquet Committee Report
5. DEC Testing Report for donated fill at firehouse property
6. Legal Notice for Bid Notice on Snow Removal /Two proposals for snow removal submitted after bid opening – file only
7. Ron Naccarato Correspondence on Sta #1 & #2 wall damage and gutter issues
8. 2023 Cancer Coverage Eligibility Spreadsheet
9. 2024 VFBL & WC Certifications
10. James Alecca 5-year commissioner term letter for 2024 Commissioner Election (filed with Election paperwork)