

## Port Ewen Fire Commissioners Meeting

Date: June 4<sup>th</sup>, 2024

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

X 5yr Michelle Spinnenweber

X 4yr Scott Sammons

X 3yr Roger Boughton

X 2yr Shannon Harris

X 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

\_\_\_ Asst. Frank White Jr.

Pledge to the Flag

Meeting was called to order by: Commissioner Sammons at 20:06 hours.

**Minutes:** Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner Harris 2<sup>nd</sup> by Commissioner Boughton. 5ok Motion Carried.

**Treasurer's Report** – Treasurer's report read by Treasurer Trojak. Motion WAS NOT MADE to accept – will be addressed at next meeting.

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

1. Two vouchers added to the voucher list for June: Lowe Plumbing & Heating \$773.80 A/C service at Headquarters and Joe Mains \$46.13 for hose testing lunch.
2. Thank you to Roger Brandt for all his work on the Treasurer laptop.
3. Checks for Secretary and Treasurer salary have only one signature as they cannot sign their own checks.
4. 2<sup>nd</sup> Bond payment is due in August for interest in amount of \$122,862.50
5. DEC Grant reimbursement check in amount of \$15,000.00 was deposited.
6. Fiscal Advisors & Global Ratings was forwarded AFR and Treasurer is working on completing a questionnaire form to send to them, she is working with Assessor to obtain information.
7. AFDSNY annual Expo will be held on October 20-23<sup>rd</sup>, 2024 and the Treasurer would like to attend. In past she has taught classes there which has offset price and she would like to do the same. More information to follow and Commissioner Sammons stated he wished to attend as well.
8. Everything has been reported back to Cooper Arias, LLP on the audit and the final 2023 audit report has been presented to the board. The only item to note was under Internal Controls where they reviewed the purchasing procedures and noted a couple instances where three quotes were required and the documentation to indicate they were received

was not available. They recommended the district ensure all purchases requiring multiple quotes have the proper documentation indicating they were received. The Secretary noted that with the recommendation made it was possible the quotes were obtained however the documentation was not forwarded to the auditor. The Treasurer and Secretary stated moving forward all quotes required under the procurement policy will be attached to the voucher for payment instead of being attached to the minutes. Treasurer felt the district did a great job on the audit. **A motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Sammons to accept the findings of Cooper Arias, LLP on the 2023 Fire District Financial Statements Audit. 5ok motion carried.**

9. Commissioner Harris commended the Treasurer on her budget transfer description. **A motion was made by Commissioner McNamara, 2<sup>nd</sup> Commissioner Boughton to approve the following budget transfers:**
  - **Budget Line #62641 Generator Expense is over by \$264.99. Transfer \$300.00 from Line #62820 District Headquarters Expenses to Line #62641 Generator Expense. New Budget Line #62642 Generator Expense = \$800.00 + \$300.00 = \$1,100.00. New Budget Line #62820 District Headquarters Expenses = \$20,000.00 - \$300.00 = \$19,700.00.**
  - **Budget Line #65000 Operations /Rehab Expenses is over by \$2,601.45. Transfer \$2,700.00 from Line #62820 District Headquarters Expenses to Line #65000 Operations /Rehab Expenses. New Budget Line for #65000 Operations /Rehab Expenses = \$775.00 + \$2,700.00 = \$3,475.00. New Budget Line #62820 District Headquarters (Previously Adjusted) = \$19,700.00 - \$2,700.00 = \$17,000.00.**
  - **Budget Line #65125 VFIS Benefits LOSAP is over by \$15,149.00. Transfer \$7,750.00 from Line #62858 Station #1 Repairs & \$7,750.00 from Line #62859 Station #2 Repairs to Line #65125 VFIS Benefits LOSAP. New Budget Line for #65125 VFIS Benefits LOSAP = \$100,000.00 + \$7,750.00 + \$7,750.00 = \$115,500.00. New Budget Line for #62858 Station #1 Repairs = \$10,000.00 - \$7,750.00 = \$2,250.00. New Budget Line #62859 Station #2 Repairs = \$10,000.00 - \$7,750.00 = \$2,250.00.**
  - **Budget Line #65120 Ins: Liability, D&O & Other is over by \$3,189.42. Transfer \$3,200.00 from Line # 65126 Comp Insurance. New Budget Line #65120 Ins: Liability, D&O & Other = \$40,000.00 + \$3,200.00 = \$43,200.00. New Budget Line #65126 Comp Insurance = \$35,000.00 - \$3,200.00 = \$31,800.00.**
  - **Budget Line #65190 Chief Officer's Mileage is over by \$18.67. Transfer \$20.00 from Line #65130 Fuel /Gasoline. New Budget Line #65190 Chief Officer's Mileage = \$2,500.00 + \$20.00 = \$2,520.00. New Budget Line #65130 Fuel /Gasoline = \$7,500.00 - \$20.00 = \$7,480.00.**

**5ok motion carried.** Discussion was held on Chief mileage and will be addressed at budget season. Treasurer Trojak addressed the ongoing NYS Comptroller's Office and the recent Risk Assessment findings. She addressed the recommendations from the State Comptroller and that none were made by the district's auditor relating to Chief mileage. Treasurer Trojak stated she had given the risk assessment findings previously in meeting and upon completion of audit the state will provide a report.

## **Correspondence/Communications:**

Commissioner McNamara:

1. Correspondence was received from Jack Spinnenweber II on plaque for Engine 1.

Commissioner Spinnenweber:

1. County Wide Seamless Gutters, Garrison Fire & Rescue, and GenPlus all submitted their liability insurance to the district.
2. Commissioner Spinnenweber addressed information on the exhaust system received and a quote will upcoming.

Commissioner Sammons:

1. Correspondence was received from Roger Brandt on servicing computers and cost for services to be addressed under unfinished business.
2. Ron Naccarato submitted paperwork on LOSAP & gutter work to be addressed under unfinished business.
3. Quotes received for Sta #1 painting, roof repair, and electrical disconnect as well as heat for Sta #2.

Secretary Dauner:

1. Received delivery paperwork and final invoice for new Engine 1. Title will be applied for shortly.
2. Lincoln Financial & Actuary paperwork for 2024 was received.

## **Unfinished Business:**

Commissioner Spinnenweber:

1. Will speak with Frank Banks about light in Headquarters kitchen and motion light at Headquarters side door both needing repair. They will speak after the meeting. Commissioner Sammons asked Frank to replace light bulbs in Headquarters meeting hall.
2. Inquired whether the new members will be voted on individually and if additional paperwork will be provided to the Commissioners. Secretary noted that it was addressed at last meeting to provide Commissioners with the application as well as the appointment letter when approving members for appointment, regarding voting separately that was at the discretion of the board. Commissioner Boughton stated that was a unique circumstance with multiple members being appointed last time.
3. Inquired whether Central Hudson and Lowe's tax-exempt issue was addressed, Treasurer Trojak stated she will work on it.
4. LaMela has addressed the tax issue and they will provide a credit.
5. Inquired the decision of the old Engine 1 how it will be disposed, it will be addressed under Chief report.
6. Commissioner Spinnenweber inquired what the district was going to do regarding social media, she stated she didn't believe the district should do it but inquired after Chief addressed previously. She felt we should have social media but not allow public comment, people are asking and there are no communications to the public. Commissioner Sammons stated that all minutes are on the department's web page under a

link for Commissioners. Commissioner Spinnenweber stated there is an old website out there that has old information, Secretary stated that the Department is working to revamp their social media. Commissioner Harris stated people have come up to her asking questions on progress of things and she felt it would be good if something neutral and basic could be put out there which shares what the board does. She felt one of the Commissioners could be a mouthpiece on social media. Jule Dauner addressed that the Department has a public relations committee which was just created and she is the Chair. It was addressed that the minutes could be posted thru social media possibly if Department and District is willing, a commissioner can provide information to the PR Committee to post meeting minutes /agenda. Commissioner Harris will speak with Commissioner Spinneweber and Jule Dauner and revisit at next meeting.

Commissioner Harris:

1. Four grants were applied for, the first being the V-Fire which is up to \$1,000,000.00 and several endorsement letters were submitted. The second was Congressman Ryan's Community Grant which the district was notified of late and which the district did not receive. The third was the Crest Grant thru Senator Hinchey and Commissioner Harris received an email Monday following up on the grant. She needs to respond with their requests, the grant is moving forward. The fourth is through Sarahana Shrestha which work is ongoing. There is another grant which the district can apply for in future for emergency services grant as well as a recordkeeping grant thru the state in the fall. Commissioner Sammons stated that Brenna from Choice Words did a fabulous job with limited time. He sent her a thank you email. Chief Mains stated he hopes we get the grants; he took issue with hiring someone to do grants when someone who campaigned said she was an expert at this. He stated every grant the district is getting currently has been done inhouse. Chief Mains stated that he, Commissioner Sammons, and Secretary Dauner met with Senator Hinchey before the Commissioner election, Chief Mains secured the DEC grant and Commissioner Sammons met with Assemblymember Shrestha. The Chief wanted it known we are getting grants now and he hopes we get more.

Commissioner Boughton:

1. Commissioner Boughton received a quote for carpeting 2<sup>nd</sup> floor at Station 1 for \$3,035.00. He will obtain another quote.
2. Two quotes were obtained for painting exterior doors and trim of Station #1. A&M Construction for \$14,666.97 and FB Property & Facility Maintenance for \$4,195.00. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to proceed with FB Property & Facility Maintenance to paint Station #1 exterior as per quote of \$4,195.00. 5ok motion carried.**
3. Two quotes were received for replacing main electrical disconnect for Station #1. Tiano Electric at \$2,545.00 and Sass Electric at \$4,410.00. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner McNamara to have Tiano Electric replace main electric disconnect at Station #1 at \$2,545.00. 5ok motion carried.**
4. Received a quote from A&M Construction to repair Station #1 roof over Engine 2 and Chief Office in amount of \$7,833.55. Another quote will need to be obtained.

It was addressed that whether or not buildings are kept or sold they need to be repaired. Commissioner Spinnenweber inquired whether inside was to be painted – no it would not. All quotes provided to the Treasurer for file.

Commissioner Sammons:

1. Addressed letter from Roger Brandt listing hours worked and what services were performed on the district computers. The total for billable hours was (12) hours at \$65.00 per hour. Commissioner McNamara inquired whether Roger was required to have insurance or be under a business. Secretary Dauner stated that currently LOSAP Administrator and Tabulator 1099 and are considered consultants, they do not have to provide liability insurance. The custodian is 1099 however provides liability insurance as he is performing physical labor and working on equipment, the Administrator and Tabulator do not. Discussion continued on the matter and Treasurer Trojak stated she would email the auditor. Commissioner Harris stated from her experience as a consultant for another district she knows it is not required however it is good to check. **A motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Boughton to pay Roger Brandt \$780.00 as consultant for services performed on district computers pending approval from district's auditor that it complies with procurement policy. 5ok motion carried. Sec'y note: Later in meeting the Treasurer received email confirmation from district auditor Cooper Arias, LLP that the district does not need to require insurance from Roger Brandt as a consultant to work on computers.**
2. Lowe Plumbing & Heating had to remove heater at Sta #2 over Engine #1 due to low clearance on the new apparatus. When removing they found it to have a cracked heat exchange and was unrepairable. Commissioner Sammons stated the second heater is no longer working as well. A quote to remove the second heater and install one new heater was submitted by Lowe Plumbing & heating in amount of \$9,370.00. Two more quotes were needed and the matter will be revisited next month. Chief Mains stated that originally the gas nipple needed to be relocated and the contractor found the damage.
3. Ron Naccarato addressed repairs to gutters on Station #1 and stated Station #2 will be completed soon. The bill will be submitted upon completion. HVAC work was completed at Headquarters and Ron gave a report on it . All units have been serviced and Lowe suggested the make-up unit in the bar area should be used to assist with moving air due to CFM's being discharged is inadequate.
4. LOSAP Administrator Naccarato and Commissioner Spinnenweber met with Actuary and Accountant from VFIS and he gave a report to the board on the meeting. Major changes are coming in the next 24 months and he stated the board should meet in a workshop at the end of the plan year to review the plan. He addressed the need for a LOSAP attorney and Pinsky and Hannigan Law were discussed. The plan is now 106% funded and most districts are now looking at a 30-year plan with eleven fire departments in our area now looking at a LOSAP program. Discussion followed on setting a workshop to discuss and Commissioner Sammons stated if in a workshop can only be two Commissioners otherwise it would have to be a public meeting. After discussion a workshop meeting will be held on Tuesday June 25<sup>th</sup>, 2024 6:00pm with LOSAP Administrator Ron Naccarato, Tabulator Clark Mains, Commissioners' Sammons and Spinnenweber, Secretary Dauner, Treasurer Trojak to attend to discuss LOSAP Plan. Commissioner Spinnenweber addressed the overcharge on the recent LOSAP bill paid by

the district and after their recent meeting, she recommended the board keep the payment as is and not request a refund. No objections to that recommendation were made by the board.

5. Thanks to assistance from Chris Marta, the district now has approved signed plans from the Planning Board for site plan approval and the project can now move forward. He will contact Ablen of Delaware Engineering tomorrow to move forward with the road project and he or Secretary Dauner will obtain any necessary permits from the Building Department. Roehr has held their bid awaiting word on Planning Board approval. Commissioner Sammons stated the committee has not met as they were awaiting the road work to be completed, once this work is done the Commissioners will have some decisions to make on the project with committee input. This should occur in the next two months.

Secretary Dauner:

1. Addressed that he as the Chair of the Department's Uniform Committee is stepping down from the committee. If the Commissioners have any questions on the uniforms or committee, they should direct them to Scott Sammons or Roger Brandt who are on the Committee.

### **New Business:**

Commissioner Spinnenweber:

1. Addressed Headquarters deck in unsafe with exposed nails. Commissioner Sammons stated Chief Mains inspected deck and found structurally sound and hammered down exposed nails. She inquired what could be done to address the deck and what could be done to make it safe.

Secretary Dauner:

1. Addressed the need to sell the 1992 Beck Engine 1 once the new engine is in service. The apparatus can be sold upon a resolution of the board for under \$20,000 and by permissive referendum for \$20,000 to \$100,000. Auctions International will open bid the day prior to the Commissioner meeting so that the board can accept the bid at the meeting. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner McNamara to retain Auctions International to auction Engine 1 to highest bidder once the Chief determines the truck is out of service and surplus. 50k motion carried.**

### **Chief's Report:**

1. There was damage recently to Engine 2 from a property damage accident and a police report was filed and insurance company notified. The Chief brought the apparatus to Troy's Auto Body for an estimate and he should receive it shortly. Discussion followed on whether the claim should be paid out of pocket or submitted. Commissioner Spinnenweber will inquire on the deductible and report back to the board. Board will await the estimate and make a final determination whether to file the claim.

2. During the audit it was mentioned that inventories were needed by the insurance company – Commissioner Spinnenweber stated they were no longer needed.
3. SCBA Compressor is still OOS – the Chief gave a report on problems with compressor and options are: 1. LaGrange is replacing their compressor and MES may be able to obtain parts to repair the compressor. 2. Replace compressor and keep existing fill station. 3. Purchase a new compressor and fill station for \$100,000 which is the Chief's recommendation to go with this option and budget for it. Discussion followed on the three options and how to purchase the compressor /fill station with existing reserve funds and budget. There is over \$100,000 in equipment reserve fund and can draw from in an emergency or use some and budget rest in 2025. The equipment reserve was keeping money set aside for radios and Commissioner McNamara addressed the radio issues with regards to the district and county. Commissioner Sammons inquired if we can fill cylinders for fill station in meantime, East Kingston FD has assisted recently with that. The board agreed to anticipate budgeting a new compressor /fill station with reserve and general funds for 2025 and revisit matter if needed before that. Chief Mains stated there is currently a bill for time and material for repairs that were made to date and he inquired whether the board wished to pay as the compressor is still not working? The board said for the Chief to have MES submit the bill. The Chief stated at this time he felt the compressor was unrepairable.
4. The new Engine 1 has been delivered and personnel are being trained on it. Hopefully this weekend or shortly after the truck will be placed in service and equipment will be mounted. The old Engine 1 may need to be kept in service while Engine 2 has body work performed.
5. It has been tradition to mount a plaque on each engine when it is delivered and the past several have been dedicated to someone. Chief Mains would like to see the new Engine 1 dedicated to Robert Emberson. Two plaques were quoted by Timely Signs at \$1,455. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner McNamara to spend \$1,455.00 at Timely Signs for two plaques for new Engine 1 and for Engine 1 to be dedicated to Robert Emberson. 50k motion carried.**
6. Chief inquired whether the board wished to have an official dedication ceremony for Engine 1. Commissioner Sammons said he felt there should be one and Bob Emberson's family be invited. The board agreed to have a dedication ceremony on a date to be determined.
7. Chief would like to purchase equipment, hand tools, folding ladder, and fittings for new Engine to total between \$2,000-2,500. **A motion was made by Commissioner Spinnenweber, 2<sup>nd</sup> Commissioner Boughton authorizing Chief to spend up to \$2,500.00 on equipment for new Engine. 50k motion carried.**
8. Highway Superintendent Mike Cafardo contacted the Chief inquiring whether the district would like millings for the new firehouse site. He felt we should say yes and Commissioner Boughton agreed. It was mentioned that this could be used on whole site for fill. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Spinnenweber to approve receiving millings from Town Highway to be utilized for fill. 50k motion carried.**
9. Chief Mains stated that before the Commissioner election last year, then candidate Spinnenweber mentioned multiple times in public forums that her and Candidate Harris' signs were stolen, accusing fire department members of doing it and she had video proof.

It was not the fire department and that by actions of some members of the fire department that the arrest was made of the sign thief as they had stolen some signs from the fire department. He stated that it is the right thing to do and he is asking for a public apology to the members of the fire department because it was a downgrade of every member of the department that they were stealing these signs. Commissioner Harris stated she felt it was bad behavior on the Chiefs part, the Chief stated that it was a shot at the fire department and at him that he could not control the members and that the department that members were accused of stealing signs. Commissioner Harris stated she did not know or care about this conversation and she did not know anything about it, Chief Mains stated she was at two meetings. The Chief stated he doesn't expect the apology, Commissioner Harris felt what he was asking for was bad behavior and it has nothing to do with her, Chief Mains asked why she was arguing with her and she stated she didn't appreciate any member of the commission. Chief Mains stated he did not appreciate members of the commission attacking his personnel and himself. Commissioner Harris stated whatever was said was in the past to which Chief Mains stated it was not in the past and he was bringing up now. If it doesn't happen so, be it however, he wants it public record that he is asking for a sincere public apology. At this time Chairman Sammons stated it was entered into the record, Talking continued over Chairman Sammons until he addressed the matter closed.

Commissioner McNamara addressed the need to get parts for Mintor V pagers to be able to issue to new members. The pagers will be bench tested and can be made workable with a charger and battery each. He stated that the parts are under state bid so competitive quotes are not needed. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to purchase up to eleven chargers and batteries from River Valley Radio under state bid pricing. Vote: Commissioners' Sammons, Boughton, Spinnenweber, and Harris – Yes. Commissioner McNamara – Abstain. Motion carried.**

#### **Permission for headquarters Hall Usage:**

1. George Banks would like to use Headquarters Hall June 8<sup>th</sup> 1-7pm no alcohol and July 20<sup>th</sup> no alcohol. Board had no objections to hall rentals.

George Banks addressed he had asked outside of meeting and was ok'd for these rentals previously. He then received an email that he did not have permission for hall, he knows that board changed things but he had already invited people and some people are not aware of the new policy and this should be addressed.

#### **Public Comment:**

Chris Marta:

- New format is working that board is using. Comments about social media is great. He recommended that six- or seven-weeks' notice should be given to public for truck dedication for public engagement. He looks forward to the RFP for the firehouse.



Jack Spinnenweber:

- He wanted to make an apology for everyone, the Commissioners, Chief, fire members and anyone who got the feeling they were demeaned. He has been a member for a long time and there have been non firefighter commissioners in the past. You need to work together and try to see both sides of everything. You have to be together and work together.

Motion to adjourn made at 22:22 by Commissioner Boughton, 2<sup>nd</sup> Commissioner Spinnenweber.  
5ok Motion Carried.

Respectfully Submitted,

Mike Dauner  
District Secretary

Attachments:

1. Treasurer Report
2. Chief Report
3. Sutphen Invoice for 2024 Sutphen 2000GPM Engine
4. 2023 Annual Financial Report and acknowledgement of receipt from Town Clerk
5. Certificate of Liability Insurance Fire District, Garrison Fire & Rescue, Gen Plus, and County Wide Seamless Gutters
6. Hall Rental Requests George Banks 06082024 and 07202024
7. Invoice from Roger Brandt for Computer work
8. Correspondence from Ron Naccarato on HVAC and gutter work 05312024
9. Correspondence from Ron Naccarato on LOSAP Workshop 05312024
10. 2024 Actuarial Report and Lincoln Financial Statement Jan – May 2024
11. Correspondence Hannigan Law to Planning Board
12. 2023 Fire District Audit