

Port Ewen Fire Commissioners Meeting

Date: December 19th, 2023

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

<u>X</u> 5yr Scott Sammons	<u>X</u> Chief Clark R. Mains
<u>X</u> 4yr Roger Boughton	<u> </u> Asst. Roger Brandt
<u>X</u> Appt. A.E. Stokes	<u>X</u> Asst. Mike Lange
<u>X</u> 2yr William McNamara	<u>X</u> Asst. Joseph Mains
<u>X</u> 1yr David Brechter	
<u>X</u> Sec'y Mike Dauner	
<u>X</u> Treas. Wendy Trojak	

Meeting was called to order by: Chairman Sammons at 19:33 hours.

Minutes: Additions/Corrections to the December 5th meeting minutes: None. Motion to accept minutes as amended was made by Commissioner Stokes 2nd by Commissioner McNamara. Vote: Commissioners' Sammons, McNamara, Stokes – Yes. Commissioner Brechter – Abstain. Motion carried.

Treasurer's Report: Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Brechter 2nd by Commissioner Stokes. 4ok motion carried.

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

1. Treasurer Trojak is preparing balance transfers which will be brought to board (addressed later in meeting). She stated Electric & Gas charges are higher this year particularly at Headquarters. The district is closing the year under budget.
2. Treasurer Trojak advised that all 2% Tax Cap paperwork was completed to comply with exceeding the tax cap due to the bond payment this year.
3. Treasurer Trojak advised that her and the Secretary were discussing having a budget for the firehouse project to be more structured and track expenses better.

Correspondence/Communications:

Secretary Dauner:

1. Election results were received and Michelle Brennan-Spinneneweber was elected to a five-year term as Commissioner (2024-2028) and Shannon Harris was elected to a two-year term as Commissioner (2024-2025). Both Michelle and Shannon have completed their oath of offices for their respective terms and they are on file with the Secretary.
2. Correspondence from the Department was received on their Chief Nominations to the district for 2024. They are Chief – Clark R. Mains, 1st Ass't Chief – Mike Lange, 2nd Ass't Chief – Joseph Mains, 3rd Ass't Chief – Frank White Jr.

3. Correspondence was received from Department of their electing Jule Dauner to membership and requesting approval of appointment by Board of Fire Commissioners.
4. Upcoming training offered through Pinsky Law Group was placed up front for those interested.
5. Several Christmas Cards were received.
6. Contract received from Delaware Engineering for site work design & bid on firehouse site at 288 Broadway.
7. 2023 final list of Firefighter Physicals is on file and officers were forwarded a copy. Sexual Harassment Training completion list for 2023 is on file as well.
8. Organizational Meeting Postings were sent out to Town, paper, and posted on our website. A legal notice in Freeman was placed as well.

Treasurer Trojak:

1. Have two letters to return to Bank of Greene County advising that our reserve accounts for Capital Fund and Fire Equipment are still open.
2. A credit for Starr Uniform in amount of \$819.75 was received.

Unfinished Business:

Commissioner Stokes:

1. Did not meet with Frank Banks on Headquarters window repair as of yet.

Commissioner Sammons:

1. Addressed the contract received from Delaware Engineering in amount of \$15,000 for site plan design and bid work as previously approved by the board. Commissioner Sammons asked whether the board wished to authorize approval of contract? **A motion was made by Commissioner Brechter, 2nd Commissioner Stokes authorizing Chairman to sign contract with Delaware Engineering in the amount of \$15,000 for site work design, bid and award services. No work or design work shall be done on the building. 4ok motion carried.** Chairman Sammons signed contract to be forwarded to Delaware Engineering.

Secretary Dauner:

1. As mentioned, the 2023 Physical and Sexual Harassment Training lists are completed and anyone not having completed both will be asked to do so.

New Business:

Commissioner Sammons:

1. Membership put forth for Jule Dauner as a probationary firefighter. **A motion was made by Commissioner Stokes, 2nd Commissioner McNamara to appoint Jule Dauner as a probationary firefighter. 4ok motion carried.**

Commissioner Boughton arrived at the meeting at this time

2. **A motion was made by Commissioner Stokes, 2nd Commissioner McNamara to appoint the 2024 District Chiefs as follows effective January 1st, 2024:**

- **Chief Clark R. Mains**
- **1st Assistant Chief Mike Lange**
- **2nd Assistant Chief Joseph Mains**
- **3rd Assistant Chief Frank White Jr.**

50k motion carried.

Commissioner Boughton addressed old business items:

1. The Chief, Highway Superintendent, and himself met concerning the fill that was to be donated for the firehouse site however the weather has not cooperated. Equipment was needed at the site which required a meeting to authorize. Commissioner Boughton advised that the contractor donating the fill has offered to do work a copy of the DEC certification on the fill was received and there is other fill that has been offered for donation as well. He would like to meet with the committee to decide how to proceed. He stated obtaining free fill should not be turned down as it is cheaper to truck in as opposed to purchasing fill.
2. There is a misconception in the public that with the vote being denied, the firehouse will not be built and this is not the case. The vote denied extra funding and the district will move forward as sale of the property required certain site work to be complete. The board discussed authorizing funding to assist with trucking in fill. **A motion was made by Commissioner Boughton, 2nd Commissioner McNamara authorizing up to \$1,200 to be spent on equipment for moving donated fill to firehouse site. 50k motion carried.** Commissioner Boughton stated there have been offers from Kingston as well as Esopus under shared services to assist with the process.

Secretary Dauner:

1. A Request for Proposals for 2023 and 2024 Auditing services was posted in the legal section for proposals to be received on January 16th, 2024. It was mentioned that the Annual Financial Update document can get an extension so this shouldn't be a time issue.

Chief's Report:

1. Received a message from Shawn Foren of Hugen Brower of Syracuse offering his services moving the firehouse project further. He is willing to meet with the Commissioners to discuss what he can do to assist with redesign of the firehouse as well as public relations and bond work. He is anticipating the cost of his services to be \$30,000. Chief is asking the board for guidance on the matter. Commissioner Boughton stated he spoke with Attorney Hannigan today regarding Delaware Engineering and proposed redesign services. Attorney Hannigan made recommendation to look at all options before signing with Delaware Engineering including looking at options of other buildings. The board in turn recommended to discuss with Shawn after the January meeting.
2. Next Thursday members will go to Pennsylvania to look at new chassis for Engine 1. Chief would like a new floating dock for Engine 1 as well as purchase new fire hose under a matching grant for DEC in amount of \$1,500. Chief would like permission to

spend up to \$10,000 to have equipment mounted on new Engine 1 by Sutphen. Commissioner McNamara asked if Chief could obtain a price on mounting for next meeting, Chief Mains said he would do so.

3. Chief Mains asked whether the board wished to move the meetings back to 2000hrs as in the past. The board will consider at the next meeting.

A motion was made by Commissioner Brechter, 2nd Commissioner Stokes to spend up to \$2,500 towards a floating dock and matching grant of \$1,500 on fire hose. 50k motion carried.

A motion was made by Commissioner Stokes, 2nd Commissioner Brechter to approve lunch for those attending site visit at Sutphen. 50k motion carried.

A motion was made by Commissioner Stokes, 2nd Commissioner Boughton to accept Chief Report. 50k motion carried.

From the Floor:

Shannon Harris:

1. Shannon re-addressed her previous email to the board concerning posting of an agenda under open meeting law. She feels that the Board needs to come into compliance with the open meeting law and the current outline does not comply. Commissioner Sammons stated that they are complying with what their attorney has stated the board should follow. He offered to sit with Shannon on the matter to discuss further which she stated she would in the new year.

Joe Mains:

1. Addressed Governor Hochul announced \$25 million in grant funding for 2024 for volunteer fire departments with buildings and equipment. Commissioner Sammons asked Joe to forward to him and the Secretary. Chief Mains noted this was the same funding Senator Hinchey discussed at her recent meeting with members of the Board and committee.

Mike Lange:

1. Next month he will be bringing prices to the board for new gear lockers, he would like permission from Board to purchase as members are doubling up on lockers and do not wish to keep gear in their vehicles. He is looking at something similar to Ulster Hose#5. More to follow.

Chris Marta:

1. Since foiling all the design documents, he sent out to several individuals and they are now doing what the company from Syracuse is proposing to do. Chris gave a brief report on what he and his volunteer consultants are doing and that they intend to meet with the committee and department soon to discuss sometime in January. Chris seconded what Commissioner Boughton stated in that the district is not committed to push thru with the project that a consultant is proposing. Chris said their goal is to shed some light on options for the district and then the district will have to make decisions on the direction they wish to proceed, it is still the district's decision. Commissioner Sammons asked that Chris work through Secretary Dauner and Chief Mains, Firehouse Committee Chair, to

ensure that the maximum amount of participation can be had between board and firehouse committee on the date Chris wishes to present. It was suggested that Tuesday January 16th would work as that meeting is already scheduled.

Chief Mains addressed social media. He asked that the district discuss with counsel however look into creating social media accounts separate of the department to bring up updates, meetings, etc. He stated the public took out a lot on the department that had nothing to do with the department except they were going to use the firehouse. Treasurer Trojak felt that this was a great idea however you have to be very careful with social media and you need a dedicated paid employee to monitor social media of the district as the district can be sued for something inappropriate. It can be a positive thing however needs to be monitored extremely carefully and Treasurer reiterated lawyer of the district should be involved. Board will revisit next month.

Commissioner Boughton asked clarification on the bill for Hurst Hydraulic Pump. Quote and Chief Report was for \$2,500 however minutes stated \$1,500. Secretary Dauner stated it was approved for \$2,500 and was a typographical error on the minutes that was not caught by the board or Secretary. *(Secretary Dauner confirmed after meeting it was a typographical error).*

Treasurer Trojak addressed budget transfers at this time.

Treasurer Trojak advised that after depositing money allocated for reserve funds and bills tonight the unexpended revenue in the general fund for 2023 is \$94,421.89. Treasurer and Secretary are recommending to set up an account which this money can be deposited in which can be used to offset the requirement of a TAN annually. **A motion was made by Commissioner Brechter, 2nd Commissioner Boughton authorizing set up of an account for remainder of 2023 General Fund money in amount of \$94,421.89 to be deposited into for the purposes of paying the annual TAN payment moving forward. 5ok motion carried.** Treasurer Trojak stated it was remarkable that the board save this money in the budget to not need to expend in the year and allocate for the TAN payments The board should be congratulated on this.

A motion was made by Commissioner McNamara, 2nd Commissioner Stokes authorizing the following balance transfers as presented:

Budget Transfers for Port Ewen Fire District 12/19/2023

- 1.) **#62820 Gear & Equipment - Other is over budget by \$5,883.30. Move \$6000.00 from #62819 Equipment Wear & Tear to #62820 Gear & Equipment – Other.**
- 2.) **#62858 Station #1 Repairs is over budget by \$2,295.75. Move \$2,300.00 from #62860 District HQ Repairs to #62858 Station #1 Repairs.**
- 3.) **#62890-D: HQ Legion CT Gas & Electric is over budget by \$1,302.25. Move \$1400.00 from #62890-A: 153 Broadway Gas & Electric to #62890-D HQ Legion CT Gas & Electric.**
- 4.) **#62842 District Election Tellers is over budget by \$70.00. Move \$70.00 from #62841 Generator Expense to #62842 District Election Tellers.**

5.) #65040 Supplies -Other is over budget by \$5.21. Move \$6.00 from #65041 Postage to #65040 Supplies -Other.

6.) #65070 Waste Removal is over budget by \$339.55. Move \$340.00 from #65090 Training to #65070 Waste Removal.

7.) #65110 Legal Notices is over budget by \$110.09. Move \$120.00 from #65001 Computer to #65110 Legal Notices.

8.) #65127 Cancer Insurance is over budget by \$5,940.00. Move \$6,000.00 from #62819 Equipment Wear & Tear to #65127 Cancer Insurance.

9.) #65150 Association Dues – Other is over budget by \$574.00. Move \$600.00 from #65126 Comp Insurance to #65150 Association Dues – Other.

**10.) #68320 Public Drills, Parades, Dinner is over budget by \$919.00. Move \$950.00 from #68310 Conference, Convention, Meeting to #68320 Public Drills, Parades, Dinner.
5ok motion carried.**

Motion to adjourn made at 20:35 by Commissioner Brechter, 2nd by Commissioner Boughton.
5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. 2023 Commissioner Election Results and related paperwork
3. Delaware Engineering signed site work contract
4. Request for Proposals 2023 and 2024 Auditing Services
5. 2024 Chief Nominations
6. 2023 Physical List