

## Port Ewen Fire Commissioners Meeting

Date: January 2<sup>nd</sup>, 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

X 1yr William McNamara

X Sec'y Mike Dauner

X Treas. Wendy Trojak

     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: Secretary Dauner at 19:30 hours.

**A motion was made by Commissioner McNamara, 2nd Commissioner Boughton to appoint Commissioner Sammons Chairman. 5ok motion carried.**

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

**A motion was made by Commissioner Harris, 2nd Commissioner Brennan-Spinnenweber to appoint Wendy Trojak District Treasurer /Deputy Secretary. 5ok motion carried.**

**A motion was made by Commissioner McNamara, 2nd Commissioner Boughton for District meetings to be held the first and third Tuesday of each month 8:00pm at Headquarters however the January 16<sup>th</sup> meeting will be held at 7:30pm. 5ok Motion carried. Commissioner Harris asked the board to try to keep to the current end time for meetings with the new start time being set. *As amended February 6<sup>th</sup>, 2024: Commissioner Harris commented it would be preferable for the board complete it's business in an hour's time in order to avoid evening fatigue impacting prudent decision making.***

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

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

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

**A motion was made by Commissioner McNamara, 2nd Commissioner Brennan-Spinnenweber to renew membership in AFDSNY 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, and office supplies. Moved Commissioner Harris, 2nd Commissioner Boughton. 5ok resolution adopted.**

**Appointment of Commissioners to Committees by Chair:**

**1. Buildings /Grounds**

- Sta #1 – Commissioner Boughton
- Sta #2 – Commissioner McNamara
- Headquarters /Headquarters Rental Liaison – Commissioners’ Brennan-Spinnenweber & Harris

**2. Liaison to Chiefs for Apparatus – Commissioner McNamara**

**3. Government Agency Liaison – Commissioner Sammons**

**4. Secretary /Treasurer Liaison – Commissioner Sammons**

**5. Physicals – Secretary Dauner**

**6. Insurance – Commissioner Brennan-Spinnenweber**

**7. Grants – Commissioner Harris.**

**Commissioner Sammons noted that only two Commissioners can be on the Firehouse Committee as more would require a quorum. With that being said, Commissioner Harris will be appointed to Firehouse Committee.**

**A motion was made by Commissioner McNamara, 2nd Commissioner Boughton to set Headquarters as location of District elections. 5ok motion carried. Commissioner Brennan-Spinnenweber addressed the need for repairs to the parking and sidewalk areas around Headquarters if elections to be held. Commissioner Sammons asked Commissioner Brennan-Spinnenweber if she could look into obtaining quotes for same.**

**A motion was made by Commissioner Boughton, 2nd Commissioner McNamara to approve yearly contracts for MES SCBA /Compressor Service, GenPlus (generator Sta #1 & #2), Safeco(alarm system), and State Line (JAWS). 5ok motion carried.**

**A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner McNamara to approve mileage rate of \$0.67 per mile for 2024. 5ok motion carried.**

**A motion was made by Commissioner McNamara, 2nd Commissioner Harris to appoint Ron Naccarato LOSAP Administrator and Clark R. Mains Tabulator for 2023. 5ok motion carried.**

**A motion was made by Commissioner McNamara, 2<sup>nd</sup> Commissioner Boughton to appoint Fitzgerald Brothers to be the district’s first call mechanic for apparatus. 5ok motion carried.**

**A motion was made by Commissioner McNamara, 2<sup>nd</sup> Commissioner Brennan-Spinnenweber to readopt the following District Policies for 2024: 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. 50k motion carried.**

**A motion was made by Commissioner McNamara, 2<sup>nd</sup> Commissioner Boughton to close the Organizational Meeting and open the regular commissioner meeting. 50k motion carried.**

**Minutes:** Additions/Corrections to the previous month's meeting(s): None. Motion to accept December 19<sup>th</sup>, 2023 minutes was made by Commissioner McNamara 2<sup>nd</sup> by Commissioner Boughton. 50k motion carried.

**Treasurer's Report** – Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Boughton 2<sup>nd</sup> by Commissioner Brennan-Spinnenweber. 50k motion carried.

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

1. Sent letters to Bank advising reserve accounts are still open.
2. Received PILOT check from town in amount of \$15,692.42 covering PILOTS for BOCES and Birches.
3. Treasurer is working on switching QuickBooks from desktop to online. She is waiting for new accountant to be picked to complete.
4. Treasurer forwarded RFP for audit to current auditor and an interested auditor. She mentioned she is looking to switch payroll as well. Treasurer Trojak stated she believes in separation of duties and felt it was best to contract out.
5. Budget transfers were taken care of after the December 19<sup>th</sup> meeting and books were balanced. Once she gets the tax check from the Town, she will make the 2023 Reserve Deposits.
6. Treasurer is working on finalizing the TAN paperwork and closing documents.
7. Spectrum advised that the TV equipment at Headquarters and Sta #1 by February 12<sup>th</sup>. Someone will need to address and she offered assistance if needed. Commissioner Sammons asked if Treasurer Trojak could follow up on it.
8. NYS Comptroller's Office sent correspondence on 2% Foreign Insurance. She will forward to Department.
9. Treasurer Trojak discussed the voucher list. In past if there was a late voucher she would attach to next month – moving forward she make a direct clear voucher list for the month.
10. Treasurer created a firehouse project account budget. This is a working document and will be added to as project progresses. Commissioners will receive a working budget profit & loss on main budget as year goes on.

Commissioner Harris inquired on mileage reimbursement and how it is tracked. Treasurer Trojak advised that the Chief Officers' have books that they log their mileage in which is turned in with the voucher for payment. It is reviewed by Treasurer for accuracy.

### **Correspondence/Communications:**

Secretary Dauner:

1. Sutphen submitted a letter on paint code for new Engine and was signed by Commissioner Sammons.
2. 2024 Cancer Insurance Renewal Policy was received.

### **Unfinished Business:**

Commissioner Harris:

1. Commissioner Harris stated she would speak with Commissioner Sammons on the agenda issue previously raised at last meeting and look at a happy medium on the matter.

Commissioner Brennan-Spinnenweber:

1. Addressed the stumps removed at new firehouse site and whether it was done with money allocated – Commissioner Boughton said he would address in his report.

Commissioner Boughton:

1. Commissioner Boughton addressed free fill and use of machine. Weather has been uncooperative so work was unable to be performed however contractor agreed to make an area for fill and create a road to bring fill in. The engineer has to do a compact test still however Commissioner Boughton has certification of clean bill of fill and will provide to Secretary. At last meeting the board agreed to spend up to \$1,200 for machine to be transported back and forth to firehouse site and since then the contractor providing fill has sent a machine and operator to grub land of stumps at no charge. Commissioner Boughton said that the City of Kingston has offered free fill as well and hopefully there will be a cost savings with free fill. Commissioner Brennan-Spinnenweber inquired how much fill would be provided by Contractor Frelander and what would it be used for. Commissioner Boughton stated was approx. 2,000 yards of fill and that it would be used to raise the site up approx. 8' and the compact test will determine whether it is suitable fill to use. Discussion followed on disposal of stumps and the progression of the project. Tim Halpin asked from the floor whether the board is under any contractual obligations to build the road on the property. Commissioner Sammons advised that it is to be built to town spec and the Highway Superintendent is aware. Tim also inquired whether the donated fill is suitable for subbase – Commissioner Boughton stated it is certified by DEC.

Commissioner Sammons:

1. Several members went to the factory in Pennsylvania to inspect the new Engine 1 chassis. Truck is now starting to be built and should be delivered in April. There will be another site visit before delivery. Commissioner Brennan-Spinnenweber inquired whether Chief Mains asked members if they were interested in mounting equipment, Chief is working on obtaining quotes. Secretary Dauner stated past two trucks it took long time to mount equipment and some items still not mounted – with it being first due Engine it would be beneficial to have company mount.

Secretary Dauner:

1. Secretary Dauner stated two members did not get sexual harassment training in 2023. One member is a life member and going inactive and with past requirements on life member, the Board exempts inactive life member from training. The other member was suspended since last year for not complying with providing training and until they do, they are not allowed to attend firematic functions, drills, calls, etc.

### **New Business:**

Commissioner Harris:

1. Confirmed that the 2<sup>nd</sup> commissioner meeting will be held in January at which time Chris Marta will give presentation to board and firehouse committee on the proposed firehouse.

Secretary Dauner:

1. Secretary obtained a quote from Timely Signs to relight Station #2 sign as it is inoperable. They proposed either repairing equipment and installing a photocell for \$\$847.00 or replace all components with a LED retro-fit and new photocell for \$1,259.50. Secretary recommended the board consider upgrading the sign with LED. After discussion, **a motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Brennan-Spinnenweber to authorize Timely Signs to upgrade Station #2 sign with a LED retro-fit in to cost \$1,259.50. 5ok motion carried.**

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

1. Winter is here with a storm coming this week. Is there a plan in place to have lots salted and plowed. Frank Banks is a back up for plowing however not interested in salting. Discussion followed on past and current practices and the need for a contractor to handle plowing and salting by either bid or contract. Commissioner McNamara recommended going to bid for snow removal and salting. Secretary Dauner stated he can put out a bid notice however may not get enough participation if only a two-week turnaround. He recommended a bid opening at first February meeting. Commissioner Boughton offered to obtain quotes and speak to Highway Superintendent in interim. After further discussion, **a motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Harris for Commissioner Boughton to discuss with Highway Superintendent shared services for salting and plowing and obtain quotes for plowing and salting of properties. Secretary Dauner is authorized to place a bid notice for salting and plowing of district properties with a bid opening of February 6<sup>th</sup>. 5ok motion carried.**

A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Harris to accept the Chief's report. 5ok motion carried.

## **From the Floor:**

Mike Lange:

- Sta #1 wall by front door of Engine 2 is bleeding lime from a possible roof leak and needs to be addressed. Ron Naccarato stated there was a previous report on the matter.
- Trim on Sta #1 overhead doors need to be looked at as there is loss of heat. Secretary Dauner stated he had spoke with Steve Cross and he was going to give a price however he has been busy. If board wished he will continue to get it done.

A.E. Stokes:

1. Asked that grounds be salted and town be asked to assist. We assist them with clearing trees in storms etc. maybe one can help the other.

Ron Naccarato:

1. Lowe Plumbing & Heating serviced boilers at headquarters today. The hanging furnace in the kitchen has a crack in heat exchanger and leaks carbon monoxide. They advised that is still acceptable for use however a carbon monoxide meter should always be used. Lowe also stated the boilers in the basement are way past their life expectancy and it should be expected in future they will need to be replaced.

Jack Spinnenweber:

1. Advised that he will offer silt fencing to the district for the firehouse site free of charge as a donation.

Chris Marta:

1. Work is progressing on the review of the firehouse project and he and other volunteers will be here on January 16<sup>th</sup> 7:30pm to present to the board and firehouse committee a brief overview of their findings. Commissioner Sammons stated that a representative Chief Mains spoke with will be here as well that evening to present to the board. Chris stated he did not think on the 16<sup>th</sup> everyone should get caught into details and that several meetings should be held. Chris stated his credentials to the board and those in attendance as well.

George Post:

1. George stated he can understand the public not agreeing with the price of the proposed firehouse but to question the integrity of the volunteer firefighters was uncalled for. He stated that it is hard to get volunteers that if the public did not want the firehouse that is their right but there should not have been directed at volunteers.

Roger Brandt:

1. Stairwell pad at Station #1 is undermined and should be looked at. Commissioner Boughton will look at maintenance issues and confer with Frank Banks on the issues.

Secretary Dauner asked the Commissioners to look into what buildings may need to be kept in light of not being able to move forward with the firehouse project as designed. Over the years there has been deferred maintenance and now this needs to be addressed with the budget and any grants available. He mentioned that the board years ago resolved to put exhaust systems in the buildings and with cancer on the rise this is very important. He asked that the board look at grant opportunities, etc. to look into installing these systems in new buildings or buildings that will be kept. Ron Naccarato echoed Secretary Dauner's statements and spoke to members who have died in past from illness.

Jim Lamb:

- Inquired what the district would do with buildings as last referendum to sell building failed. The Board stated they will identify building(s) to be sold and address on an individual basis with community outreach on the proposals.

**A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Brennan-Spinnenweber to authorize use of apparatus for funeral of department member Ted Humphrey. 5ok motion carried.**

Motion to adjourn made at 20:52 by Commissioner Sammons, 2<sup>nd</sup> by Commissioner Brennan-Spinnenweber. 5ok Motion Carried.

Respectfully Submitted,

Mike Dauner  
District Secretary

Attachments:

1. Treasurer Report
2. Sutphen East paperwork on paint codes for new Engine 1 (Apparatus File)
3. 2024 Cancer Renewal Policy
4. Timely Signs quote on Sta#2 sign repair
5. Lowe Plumbing & Heating Service Report on Headquarters boilers and furnace
6. 2023 Sexual Harassment Training Report