

Port Ewen Fire Commissioners Meeting

Date: December 3rd, 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

 1yr William McNamara

X Sec'y Mike Dauner

X Treas. Wendy Trojak

 Chief Clark R. Mains

X Asst. Mike Lange

 Asst. Joseph Mains

X Asst. Frank White Jr.

Pledge to the Flag

Meeting was called to order by: Commissioner Sammons at 20:03 hours.

Minutes: Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner Boughton 2nd by Commissioner Spinnenweber. 4ok motion carried.

A motion was made by Commissioner Harris, 2nd Commissioner Spinnenweber to accept the November Treasurer Report. 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 Commissioner Harris. 4ok motion carried.

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

- Treasurer and Secretary payroll checks only have one signature as they cannot sign their own check.
- Carpet contractor will have a W-9 sent to him to fill out as he will need to be issued a 1099.
- Budget transfer list will be sent out for the end of December for Commissioners to review and approve changes at the January meeting.
- There is approx. \$37,000.00 left over in the general fund for end of year which the Commissioners will need to decide how they wish to allocate. The state wants the district to allocate their reserve fund transfers by the end of the fiscal year however in doing so, the district may not have enough to pay bills until the tax check is received in February. Treasurer Trojak stated she will see where the district is in the end of December and try to make the transfers, if possible, in whole or part. The balance will be transferred in February. It was mentioned that a resolution can be made allocating the year end money.

Correspondence/Communications:

Commissioner Spinnenweber:

1. Received her certificate of completion for AFDSNY training recently taken.
2. A credit was received and forwarded to Treasurer.
3. She is unable to attend social functions on Saturday due to a death in the family.

Commissioner Spinnenweber addressed the issue of a bill for labor when the compressor was paid for. Secretary stated it was his understanding the bill for the compressor was for the material and labor was not included. Discussion followed and afterwards it was decided to hold payment on bill as install was still in progress and speak with Chief and MES regarding the bill in question.

Secretary Dauner:

1. Thanksgiving card was received by Bank of Greene County along with a note on available grants which was forwarded to Commissioner Harris.
2. AFDSNY gave a list of upcoming training classes for Commissioners which will be provided to the new commissioner elected.
3. Sexual Harassment Training was given during a recent training and the Secretary was provided a list of the members who attended.
4. NYS Cancer Registry Paperwork was updated and submitted to NYS as required annually.

Unfinished Business:

Commissioner Spinnenweber:

1. Addressed salting of district properties and the need for it to be completed. She stated the board needs to address how it is going to ensure it is completed and if needed to hire a contractor. Commissioner Boughton has received prices in the past and Commissioner Sammons reviewed what the past practice of the district was. Liability on the district was addressed and the fact there was past employee injuries due to falls on ice, members can be here frequently however accidents can still happen. Commissioner Boughton stated that NYS Storm in Progress Law if someone falls during a storm the municipality is covered. Discussion continued to follow and it was stated the current membership is plowing, the issue is salting and it being completed timely. The members are considered employees under VFBL for insurance however they are doing it on a volunteer basis and are not always available. It was addressed that the membership was willing however the liability was on the district if it is not done so with that the board asked that quotes be obtained for salting of district properties and if necessary, salting and plowing if companies will only quote. Commissioner Spinnenweber will obtain the quotes for the next meeting. A previous spec for salting and plowing was made and will be forwarded to all commissioners.

Commissioner Harris:

1. Contract was submitted to DOS. There is an AFG grant available for submission this month. The exhaust system was recommended for the AFG as a high priority item. And the FIT test machine was medium priority. It was recommended to ask for the exhaust system and Commissioner Harris asked for copies of quotes from Commissioner Spinnenweber for the grant. Commissioner Harris stated she will work to have something submitted by December 20th deadline. The grant thru Hinchey is on hold currently with the firehouse project. Secretary Dauner stated the grant was originally being granted for redesign and with the upcoming approval of the RFP maybe it could be used towards that, Commissioner Harris will look into. Secretary Dauner offered assistance.

Secretary Dauner:

1. Secretary Dauner addressed the Request for Proposal for Architectural & Engineering Services for the forehouse project. The Secretary made the changes as requested by the board and is awaiting word from the attorney regarding posting requirements in the paper, etc. Commissioner Spinnenweber asked that the RFP address in the narrative the current amount of funds the district has on hand towards construction. After discussion, **a motion was made by Commissioner Spinnenweber, 2nd Commissioner Harris to approve the Request for Proposal for Architectural & Engineering Services for the firehouse project. 4ok motion carried.** Secretary Dauner will speak with the attorney and begin the process of submitting for publication.
2. Secretary Dauner will forward the Engine 2 goldleaf bill to the insurance company to see if they will reimburse the district.

New Business:

Commissioner Spinnenweber:

1. Inquired who gives permission to the bus drivers to post on district property – Commissioner Sammons stated no one has.
2. Addressed the quote to repair Rescue 1 and stated it wasn't addressed by the board to authorized the repair, she inquired who authorized the repair. Secretary Dauner stated the insurance company authorized the claim and the past practice was for the Chief to bring to the repair company or body shop for an estimate and submit to the insurance company.

Commissioner Sammons:

1. Asked the board members whether they were ok with setting the meeting at 7:00pm. Discussion was held on having at 7:30pm and Commissioner Spinnenweber stated she preferred 7:30 but would do 7:00pm. Commissioner Boughton and Harris were ok with 7:00pm. Commissioner Sammons stated that the 2025 Organizational Meeting will be held Tuesday January 7th, 2025 at 7:00pm. The time for the meetings during the rest of the year will be decided then.

Secretary Dauner:

1. Secretary Dauner stated there was a last-minute cancellation for one of the Board of Elections members. He has asked a couple alternates and they are unavailable so he will serve on the board. No objections from the board.
2. Addressed that his computer needs to have memory added to it as it is at its limit. He stated that Roger Brandt advised that it would cost approximately \$100 to increase the memory. The computer dates to 2018 and within the next two years a new computer will be needed as Windows will not be supported, Secretary Dauner stated he was happy with his current computer though. The board stated to proceed with increasing the memory on the current computer and it is budgeted.

Permission for Headquarters Hall Usage:

1. Mike Lange has asked on behalf of the Department to use the Headquarters Hall September 18th to host the joint UC Chiefs and Assoc. of Fire Commissioners. The board discussed and **a motion was made by Commissioner Harris, 2nd Commissioner Boughton to approve splitting cost of UC District and Chief meeting with Department if they approve. 40k motion carried.**

Chief's Report:

1. Gold leaf work has been completed.
2. Compressor has been installed and fresh air line will need to be installed possibly Friday.
3. Gave recommendation on grant requests.
4. Rescue 1 will be going to Sutphen after January 1st.

Assistant Chief Lange stated there are two batteries on the siren at Sta #1 which need to be replaced as the siren is not blowing. **A motion was made by Commissioner Sammons, 2nd Commissioner Boughton authorizing replacing batteries on siren at Sta #1. 40k motion carried.**

Assistant Chief Lange stated that the AED's on the apparatus and at Headquarters no longer have parts made for them anymore. As they go, they will need to be replaced. A new AED will cost approx. \$1,495.00. It was stated this is a high priority on the AFG grant and Commissioner Sammons will look into whether the district can purchase thru a purchasing plan with the County. Assistant Chief Lange will obtain quotes for Commissioner Harris for the AFG grant.

Commissioner Sammons stated the board needs to allocate remaining funds in the general fund for the year. Discussion was placing towards AED's and Salting /Plowing. After discussion, **a motion was made by Commissioner Spinnenweber, 2nd Commissioner Boughton to place \$15,000.00 in #62985 Plowing /Lawn Maintenance under subline of Salting /Plowing for 2025 Budget and the remainder of 2024 funds unexpended in the general fund to the Fire Equipment Reserve. 40k motion carried.**

Commissioner Boughton recommended that the Assistant Chief be authorized to utilize 48-12 until it is able to be parked inside again. **A motion was made by Commissioner Boughton, 2nd**

Commissioner Spinnenweber authorizing Assistant Chief to utilize 48-12 until it is able to be parked back inside Sta #1. 4ok motion carried.

Public Comment:

- None

Motion to adjourn made at 21:28 by Commissioner Boughton, 2nd Commissioner Harris. 4ok motion carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. RFP for Architectural & Engineering Services
3. NYS Cancer Coverage Paperwork for Annual Claims Report and Proof of Insurance
4. 11/20/2024 Sexual Harassment Training Class Attendance Roster