

Port Ewen Fire Commissioners Meeting

Date: February 4th, 2025

Location: Port Ewen Fire Department Headquarters

Roll Call (X = Present)

X 5yr Jack Spinnenweber II
X 4yr Michelle Spinnenweber
X 3yr Scott Sammons
X 2yr Roger Boughton
X 1yr Shannon Harris
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 J. Spinnenweber II at 19:00 hours.

Minutes: Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner Harris 2nd by Commissioner Sammons. 5ok motion carried.

Treasurer's Report – Treasurer's reports for January and February were read by Treasurer Trojak. Motion to accept January and February Treasurer's report was made by Commissioner M. Spinnenweber, 2nd Commissioner Harris. 5ok motion carried.

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

- Treasurer Trojak reviewed 3rd and final set of budget transfers for 2024 and provided to the board. Treasurer and Secretary stated budget transfers need to be approved by the board with a motion. Treasurer Trojak suggested that the list be provided to the auditor at their March 1st meeting with the auditor being advised the board will approve at their March 4th meeting after they have time to review which the board agreed to.
- Treasurer Trojak addressed the PILOT check in amount of \$25,772.14 received and stated a breakdown of payments from BOCES and Birches is needed. Commissioner Harris stated she would provide through the Assessor's Office.
- Treasurer Trojak stated the year end total at end of budget year was \$36,092.96, this will be deposited according to the motion made in December.
- Cooper Arias will be here March 1st for audit. Treasurer Trojak asked that Chief and a Commissioner be available by phone. The W-2's and 1099's were completed as well.
- MES check is still being held on Compressor install. Secretary Dauner gave a update to the board on the install. MES gave the district a credit for the old compressor and this credit cancelled out the bills for repair work on the old compressor time and material. Secretary Dauner provided the board the quote which covered the purchase and install so the install bill is a good bill. The board authorized payment of the bill at this time.
- TAN closing was held and payment was made on the bond.

- 2025 mileage rate is 0.70.

Correspondence/Communications:

Secretary Dauner:

1. Correspondence copied to board on email sent by Chief Mains to Beacon Communities (Birches) on key access. Read into record.
2. 2025 Banquet report was submitted by the committee. The department will be reimbursing the district for their part of the dinner.
3. VFIS newsletter received and forwarded to Commissioners.
4. 2025 SAM.gov renewal was completed by the Secretary
5. Copy of accident and fire report for accident involving Rescue 1 recently. No claim was needed to be made with insurance.
6. Letter was sent to Delaware Engineering discontinuing the district's work with them.

Commissioner M. Spinnenweber:

1. One box needs to be removed on cable bill – there are only two boxes and three boxes are being billed. Commissioner M. Spinnenweber will look into matter.

Commissioner Harris:

1. Completed grant application with Bank of Greene County – copy attached.

Unfinished Business:

Commissioner J. Spinnenweber II:

1. Secretary Dauner provided the board and firehouse committee with RFP proposals submitted to him by the deadline. He can provide paper copies on request. Secretary Dauner reviewed the timeline and after discussion, the board asked the committee to meet to review proposals and then report back to the board on March 4th with recommendations. Interviews with firms will be tentatively held on the 2nd Commissioner Meeting in March.
2. Secretary Dauner spoke with Attorney Hannigan requesting he send correspondence to Delaware Engineering requesting necessary documents be turned over. Attorney Hannigan stated he will speak directly with Ablen Amrod of Delaware Engineering and follow up with correspondence.

Commissioner Boughton:

1. Addressed issue with doors at Sta #1. Secretary Dauner stated that panic bars at Sta #1 and Headquarters have been repaired however a contractor is needed to look at sprung hinges, etc on doors as Locksmithery does not perform that work. Commissioner Boughton will obtain quotes for work to repair doors.

Commissioner M. Spinnenweber:

1. Spoke with mother of children leaving toys in district parking lot. The mother has spoken with her children to stop leaving items there and advised the district to dispose of items if they continue to be left there.

Commissioner Sammons:

1. Commissioner Sammons stated he wished to discuss the mileage books. **A motion was made by Commissioner Sammons, 2nd Commissioner Harris to enter into executive session to discuss the financial, credit or employment history of a particular person or corporation. 50k motion carried. A motion was made by Commissioner Sammons, 2nd Commissioner Boughton to exit Executive Session. 50k motion carried.** No decisions were made.

New Business:

Commissioner M. Spinnenweber:

1. Inquired whether the district had a purchasing agent, the Secretary advised the district does not. He stated that the board's practice is to require purchases be approved by the board by a motion and follow the procurement, voucher policy.
2. Commissioner M. Spinnenweber stated that when dealing with contractors there should be one point of contact specifically the Commissioner assigned to the building. Treasurer Trojak asked that whoever contracts with a vendor they obtain W-9's and liability insurance before work is completed. Treasurer Trojak will provide Commissioners with blank copies for future use.

Commissioner Harris:

1. Addressed that the district has 24hrs to shovel sidewalks on district property, currently by new firehouse site is not being performed. Chief Mains and Frank Banks both offered to shovel sidewalks, it was addressed that not shoveling new firehouse site was an oversight and will be done from now on.

Secretary Dauner:

1. It was addressed that the service contract work was not completed yet on Headquarters. Commissioner Spinnenweber stated that there is only a contract for Headquarters and that other stations receive a service fee when work is performed. Commissioner M. Spinnenweber will contact Lowe Plumbing to schedule service work at Headquarters and Ron Naccarato offered to meet them on a Tuesday morning. Thermostats need to have their batteries changed.

Treasurer Trojak:

1. Addressed need for approval on Timely Signs bill for shirts. Commissioner M. Spinnenweber addressed bill from Timely Signs and high cost and whether other places were looked into. Chief Mains stated it was an approved purchase from the board and that the other company no longer is being used. Commissioner J. Spinnenweber II inquired on the set-up cost for the shirt as shirts were previously purchased, Chief Mains stated that it was a new design requiring set up.

Permission for Headquarters Hall Usage:

- April White is requesting use of Headquarters Hall on March 8th (no alcohol). Board had no objections.
- Ladies Auxiliary requested use of Hall for a Penny Social on Sunday April 6th and they would like the use of the hall Friday, Saturday, and Sunday so they can set up. Commissioner M. Spinnenweber said she preferred they only have for evening of Saturday and Sunday event and Commissioners discussed rental dates and cleaning requirements, etc. After discussion, **a motion was made by Commissioner Harris, 2nd Commissioner M. Spinnenweber authorizing Ladies Auxiliary to use Headquarters Hall from 3:00pm Saturday April 5th, 2025 thru Sunday April 6th, 2025 for a Penny Social. 5ok motion carried.**

Chief's Report:

1. Chief Mains addressed a bad 4gas meter for apparatus that needed to be replaced. He stated a new meter is cheaper to purchase rather than replacing multiple sensors. He would like permission to purchase a new meter when it goes bad rather than attempt to repair. He also stated that the new meter will have a warranty and difference between new meter and repair of two sensors on an existing meter is \$255. Board asked Chief to bring a quote back for the next meeting.
2. Rescue 1 is at Sutphen being repaired at this time.
3. The plow on the Chief's vehicle had a mechanical issue and was repaired at Bonesteel's.
4. There was some damage to 48-12 during plowing from striking a utility pole, Chief made repairs.

Commissioner M. Spinnenweber received information on a binder lift which the district could get on trial if there is interest. Chief Mains stated the Department will assist when requested however when we get specialized equipment it invites more calls.

Secretary Dauner advised that he will forward to the board the LOSAP 2024 tabulation report for their review. It needs to be certified by the board at the March 4th meeting.

From the Floor:

Frank Banks:

- Thank you to the Board and Department for their support with services for Wayne Freer and the loaning of tables and chairs.

Meeting was closed with a moment of silence in memory of Wayne Freer. Motion to adjourn made at 20:28 by Commissioner Sammons, 2nd by Commissioner Boughton. 5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report January and February
2. Correspondence from Chief Mains to Birches on key access
3. 2025 Banquet Report
4. 2025 SAM.gov renewal paperwork
5. TAN Closing Paperwork 01312025
6. Grant Request to Bank of Greene County
7. Accident Report for Rescue 1 Accident 01112025
8. Letter to Delaware Engineering 01072025