

Port Ewen Fire Commissioners Meeting

Date: March 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
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 Sammons 2nd by Commissioner M. Spinnenweber. 5ok motion carried.

Treasurer's Report – Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Harris, 2nd Commissioner Sammons. 5ok motion carried.

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

- 2024 Transfers were made to the reserve account.
- Tax check was received from the town and insurance refund check was received. Both were deposited.
- Treasurer will be attending off-site training March 27th -29th.
- Treasurer Trojak discussed the audit which occurred this past Saturday. Documents were sent to the auditor prior to the meeting. Treasurer Trojak addressed conversations with auditor regarding \$0 balance budget at end of year and balance transfers. This year the auditor is now requesting certified payroll. Treasurer Trojak explained that if a vendor is doing work on a building, the district needs to know whether they are a sole proprietor at which they fill out the sole proprietor form and provide copy of insurance. If they are a company with employees they must provide certified payroll. Discussion ensued on the requirements of certified payroll by who and when.
- Treasurer Trojak stated her external hard drive for the computer needs to be replaced which will cost \$90.00. **A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to purchase an external hard drive at \$90.00 for the Treasurer computer. 5ok motion carried.**

Correspondence/Communications:

Secretary Dauner:

1. Correspondence received from Commissioner J. Spinnenweber II that Commissioners' Sammons and Harris were appointed to Firehouse Property(9W) Committee and Commissioner M. Spinnenweber and Harris were appointed liaison for the Fire District banquet.
2. A member was sent letter advising of suspension until proof of sexual harassment training was received as has been past practice. The Chief was made aware. *Letter in personnel file.*
3. Corey Montperious has had age restrictions lifted from his membership as a firefighter. Will be addressed under new business.
4. AFDSNY Feb – March newsletter was received.
5. Pre-Valuation LOSAP and 2024 Financial Paperwork for LOSAP was received and is on file.
6. Gen Plus annual generator service contracts for Sta #1 & 2 were received and sent back signed. *Provided to Treasurer for invoice.*
7. FCC Radio License was renewed and was completed by River Valley Radio at no charge.
8. 2024 OSHA 300 was completed and posted.

Unfinished Business:

Commissioner Sammons:

1. Paperwork was received for DEC requiring renewal of stormwater permit and the application is ready to be submitted. Commissioner J. Spinnenweber II will sign necessary paperwork and Secretary Dauner will submit.

Commissioner Spinnenweber addressed the Firehouse RFP. Chief Mains recommended the committee wait to make its recommendation to the board until interviews by the commissioners are completed. The board discussed setting interview dates and after discussion it was decided to hold interviews on Tuesday March 18th 7:00pm at the next Commissioner Meeting. Optimus will be interviewed at 7:00pm and 28 LLC at 8:15pm. Both companies will advise when to meet with the board and the third company, Hueber Breuer, will be thanked for their interest in the project however an interview will not be held.

Secretary Dauner spoke with Attorney Hannigan regarding the documents required of Delaware Engineering, he will follow up with the attorney tomorrow. The building department gave access to the district to Municipality which may have some of the documents requested, he hopes to have more information in two weeks.

Commissioner M. Spinnenweber:

1. Removed soda fountain at Headquarters and installed valves at no charge. Fountain is in a box for Jim Langan to pick up.
2. Recommended the board review policies recently sent out by the Secretary and update as needed.
3. Inquired on contracts for Generators and Compressor. The generator contracts were signed and sent back and there is no written contract on compressor with MES or State Line, work is authorized at beginning of year.

New Business:

Commissioner S. Sammons:

1. Addressed the fuel reimbursement policy proposed for the Assistant Chiefs in place of mileage reimbursement with a \$75 per month fuel reimbursement. The Assistant Chiefs will have to complete a form with a date and what they did as well as receipt for gas and turn in monthly. Commissioner Sammons said his and Commissioner M. Spinnenweber's recommendation was that if the form was not turned in after three months the card would be turned off and they would lose the reimbursement for the year. Commissioner Spinnenweber stated the Assistant Chief would still have to do the mileage book to show what they did per the auditor. It was addressed the form would take the place of the mileage book and each Assistant Chief would be issued a WEX fuel card. Chief Mains stated mileage had covered wear and tear on vehicles as well as fluids, etc. for the vehicles used by the Assistant Chiefs'. After further discussion, **A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to approve a \$75 monthly WEX payment to Assistant Chiefs to replace mileage expense at the IRS rate. Assistant Chiefs' will be required to submit monthly form of duties done and fuel receipts. If after three months forms and receipts are not submitted, WEX card will be turned off and mileage will not be authorized. Vote: Commissioners' Boughton, Sammons, Harris – Yes, Commissioner M. Spinnenweber – No, Commissioner J. Spinnenweber II – Abstain. Motion passed.** Assistant Chief Lange questioned the form for the state on who has to fill out and whether Chief would have too as well. Commissioner J. Spinnenweber II stated Chief would have to fill out form as well.

Secretary Dauner:

1. Addressed computer issues. The Chief /LOSAP Administrator has a computer which is not supported anymore however can still be used for FIT testing. There is a spare computer which has now been given to the Chief and the old computer will be used for FIT testing, board had no objection. Secretary stated there are two surplus laptops which are no longer supported and serviceable and he asked board for permission to dispose. **A motion was made by Commissioner Sammons, 2nd Commissioner Boughton authorizing two surplus laptop computers be disposed of. 5ok motion carried.**

Commissioner M. Spinnenweber:

1. Inquired on Gear Policy whether it was a new policy or existing? Secretary Dauner stated the policy was existing for several years it was apparently not in the policy binder. It was reiterated who was authorized to pull gear and equipment.

Commissioner J. Spinnenweber II:

1. Addressed equipment which is to be purchased and the need for Chiefs to bring to board to OK purchase. Chief Mains stated that it has been a standing motion to authorize purchasing replacement items (AED pads, batteries) which were previously approved. Commissioner Boughton stated even if an emergency the Chiefs' contact a member of the board to let them know so that communication has been made. Commissioner Spinnenweber stated this is so the district doesn't go over budget. Assistant Chief asked that a limit be authorized for Chiefs to spend on equipment without pre authorization of the board.

Treasurer Trojak:

1. Asked that the board communicate with her requests via email for transparency and to keep track of things. She gets numerous text messages and it is hard to keep track.

Secretary Dauner:

1. Addressed the 2024 LOSAP Tabulation provided to the board for their review. It is required to be certified by the board by a resolution and signed by the Chair. **A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to certify the 2024 LOSAP Tabulation report. Vote: Commissioners' Boughton, Sammons, Harris, J. Spinnenweber II – Yes. Commissioner M. Spinnenweber – No. Motion passed.**
2. Corey Montperious who had previously been appointed as a firefighter with age restrictions has had the age restrictions removed. Secretary Dauner stated his formal appointment was as a firefighter and a reappointment was not necessary however, he wanted the board to be aware of the change in status. Secretary Dauner stated the district personnel policy and department by-laws need to be updated to reflect no longer having "Junior members" which we have not had in some time. This will be worked on in the near future.

Permission for Headquarters Hall Usage:

- None

Chief's Report:

1. **A motion was made by Commissioner Boughton, 2nd Commissioner Sammons for Truck 1 to attend the St. Patrick's Day Parade in Kingston. 5ok motion carried.**
2. Rescue 1 has been repaired.
3. A punch list was made for Engine 1 repairs and Sutphen will be here soon to work on it.

4. Chief asked that something be done with the internet at Sta #1. Verizon DSL is not working, discussion followed. Commissioner J. Spinnenweber II offered to work with Assistant Chief Brandt to try to get options to switch to Spectrum from Verizon.
5. Last summer there was a discussion on Commissioners' speaking with mutual aid companies on issues, etc. This past month the Chief was made aware someone went to the Deputy Director of Emergency Services requesting that the Department be removed from being dispatched with the ambulance to Birches or to speak to Chief Mains about the same. He said it is not the Commissioners duties to do that. Commissioner Boughton stated that it is overstepping the Chief to do so and is not a district Commissioner issue.

From the Floor:

A.E. Stokes:

- Would like to congratulate Treasurer Trojak and the board with completing AFR and submitting on time annually. Port Ewen was the only fire district in the town to do so.

Debbie Maisch:

- She is the Secretary of the Port Ewen Ladies Auxiliary and addressed the auxiliary and their Penny Social and set up. With staffing it takes many hours to prepare and that is why they were requesting Friday and Saturday for set up for the Sunday event, she is requesting the board revisit their requested dates. Commissioner Spinnenweber stated part of the reason for only allowing set up on Saturday evening was that if the hall was needed for the department, it would be available, Debbie stated the Auxiliary needed to plan out in advance for advertising. The board thanked Debbie for her explanation and Commissioner Harris stated it could be reevaluated. After further discussion **a motion was made by Commissioner Harris, 2nd Commissioner Boughton to expand the set up dates for the Ladies Auxiliary Penny Social to Friday April 4th and April 5th. Vote: Commissioners' Sammons, Harris, Boughton, M. Spinnenweber – Yes. Commissioner J. Spinnenweber II – Abstain – motion passed.** Debbie Maisch submitted other requests for future approval.

Motion to adjourn made at 20:13 by Commissioner Harris, 2nd by Commissioner Boughton.
5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. Memo from Commissioner J. Spinnenweber II on appointments
3. FCC Radio License Renewal
4. 2024 OSHA 300 Log
5. LOSAP 2025 Pre-Valuation and 2024 Financial Paperwork