

Port Ewen Fire Commissioners Meeting

Date: April 1st, 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 Sammons 2nd by Commissioner M. Spinnenweber. 4ok motion carried.

Commissioner Harris arrived during the Treasurer's Report

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

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

- Treasurer Trojak has WEX cards and is working on setting up WEX accounts for Assistant Chief's. She will coordinate implementation with them.
- AT&T long distance bill only had one long-distance call in amount of \$2.78 in the past month. Treasurer Trojak discussed the merit of the long-distance service and getting rid of long distance at Sta #1 & 2.
- Check was deposited from Department for the banquet.
- There was a late charge for Pest Master which Commissioner M. Spinnenweber had corrected by Pest Master. Discussion followed on late fees and the payment plan schedule. Commissioner M. Spinnenweber advised Pest Master stated to disregard the late fee notice and they will correct it internally on the 30-day cycle however if it does not go away the district can just call Pest Master to correct.
- Tax was removed from the Lowe's bill.
- Check reimbursement in amount of \$208.58 was received from VFIS for amendment on the Package Policy insurance plan.

- Treasurer Trojak moved 2024 year end general funds in amount of \$15,000 to 62985 Lawn & Snow Plowing and the balance of leftover 2024 general funds in amount of \$21,092.96 into Fire Equipment Reserve, both approved by motion in December of 2024.
- Treasurer Trojak thanked the board for allowing her to attend the recent Commissioner Training event and reviewed several items which were discussed.
- The Auditor advised the Treasurer that they will have a draft of the Annual Financial Report for 2024 for review and she will wait on budget transfers until the auditor is further along with the audit. The accountant needs the fraud questionnaires completed by the commissioners and Treasurer Trojak provided the board with copies to complete.
- New Vendor Packet was distributed to Commissioners and extra copies are in the Treasurer mailbox.

Correspondence/Communications:

Commissioner M. Spinnenweber:

1. Read into record a letter written by Commissioner M. Spinnenweber to the Board concerning the March 4th board meeting. Copy was provided for file.

Secretary Dauner:

1. Certification of 2024 LOSAP Tabulation was signed by Commissioner J. Spinnenweber II and is on file.
2. Application for membership for Timothy Darling was received and will be brought up under new business.
3. Sutphen aerial service contract was received, signed, and returned.
4. DEC SPEDES paperwork for firehouse property was updated, signed, and returned.

At this time Frank Gusmano representing Lincoln Financial Group, the district's LOSAP investment coordinator, presented to the board and reviewed the investment portfolio for the LOSAP Plan. With his presentation and discussion with the board, the district will stay where they are with the plan in light of current 101% funding of the plan and the current markets. LOSAP Administrator supported this and it was mentioned that \$37,572 was paid under the pre-valuation payment and an adjustment bill will be sent if needed. The board budgeted up to \$60,000 for LOSAP for 2025 so if the board wishes they can pay additional amount to LOSAP during budget season. Frank Gusmano stated that with the plan being 100% funded there is no rush. The board thanked Frank for his time and presentation.

Unfinished Business:

Commissioner J. Spinnenweber II:

1. Provided an update regarding the RFP for the Firehouse Project. The board met and conducted interviews with two firms and the Firehouse Committee will need to meet to discuss. It is hoped that a decision will be made next month.

2. Secretary Dauner spoke with Attorney Hannigan regarding the documents needed from Delaware Engineering. Attorney Hannigan spoke with Ablen Amrod of Delaware Engineering who stated Delaware Engineering provided all documents they had to the fire district. Secretary Dauner clarified with the Attorney what was needed and Delaware will be sent a letter clarifying what is needed.

Commissioner M. Spinnenweber:

1. Addressed several policies which need updating and she can provide to the board with her recommendations. Secretary Dauner will forward the list.
2. Whoever is using the Lowes card please endure you are signing under tax exempt. Chief Mains stated that he is sending it through with tax exempt, Commissioner Spinnenweber asked that those making purchases go to courtesy counter to ensure it is not charging tax.
3. Commissioner M. Spinnenweber attended Guilderland Commissioner Training for additional training – she submitted mileage and the receipt for the class in amount of \$50.00 if the board wished to pay. **A motion was made by Commissioner Sammons, 2nd Commissioner Boughton to approve mileage and class reimbursement for Commissioner M. Spinnenweber attending Commissioner Training in Guilderland. Vote: Commissioners' J. Spinnenweber II, Sammons, Boughton, Harris – Yes. Commissioner M. Spinnenweber – Abstain. Motion passed.**

Secretary Dauner:

1. The auditor inquired whether the bid for the compressor was under NYS bid and this paperwork was provided. She has asked the Secretary for the grant award and Commissioner Sammons advised he had already sent to the auditor this paperwork but he would send again and cc the Secretary. The auditor had asked whether the grant was approved and Secretary stated it was a verbal award at this time and he wanted to confirm no monies were received as of yet. Commissioner Harris stated no correspondence was received from the State or monies were received. Secretary Dauner wanted to make the board aware that the auditor had questioned a purchase of hose that was not under state bid. He advised the auditor that a written quote was received and he reviewed with the board recommendations for making revisions for written quotes under the procurement policy.

New Business:

Commissioner M. Spinnenweber:

1. Asked the protocol for turning lights off and heat down. Chief said he polices it frequently and speaks with members and it is a constant challenge.
2. Discussed the Central Hudson bill at Headquarters and the demand charge. Secretary Dauner and Ron Naccarato stated this has been an ongoing issue and discussed in the past. The building has 3 phase which is not used and as long as we have it to the building, we will get the charge unless we have the meter head removed.
3. Discussed the uniforms and the recent charges. She inquired why if the district was provided uniforms, she was given a hard time in the past of getting a uniform. Chief Mains stated that it was the district was in charge of outfitting the fire personnel and that is why the board received the bill. Secretary Dauner had stated in the past it was only

firefighters who wore uniforms and Commissioners who were firefighters.
Commissioner M. Spinnenweber thanked the board for her being able to have her uniform.

Secretary Dauner:

1. Secretary Dauner presented to the board an application for membership from Timothy Darling approved by the department and recommended for appointment. After review, **a motion was made by Commissioner Boughton, 2nd Commissioner Sammons to appoint Timothy Darling as an active probationary firefighter. 5ok motion carried.**
2. Asked the board permission to purchase an updated New York Fire District Officers' Guide. After discussion, **a motion was made by Commissioner M. Spinnenweber, 2nd Commissioner Sammons to purchase one New York Fire District Officers' Guide Revision 27. 5ok motion carried.**

Permission for Headquarters Hall Usage:

- The following requests were made for the Headquarters Hall: Mikayla Henn Pat Henn's daughter April 19th - no alcohol, George Banks June 7th 75 people – no alcohol, and George Banks August 2nd 75 people – no alcohol, Ladies Auxiliary Penny Social Sunday October 5th with set up on Friday October 3, Saturday October 4th. Use of Annex by Ladies Auxiliary on Friday June 7th with clean up June 6th for Bazaar to sell fried dough and October 11th & 12th to sell fried dough. **A motion was made by Commissioner Boughton, 2nd Commissioner Harris to approve Pat Henn April 19th - no alcohol pending Pat's sign off, George Banks June 7th 75 people – no alcohol, and George Banks August 2nd 75 people – no alcohol, Ladies Auxiliary Penny Social Sunday October 5th with set up on Friday October 3, Saturday October 4th. Use of Annex by Ladies Auxiliary on Friday June 7th with clean up June 6th for Bazaar to sell fried dough and October 11th & 12th to sell fried dough. The Ladies Auxiliary has to have grease out of the annex within two days after the event at the annex. 5ok motion carried.**

Treasurer Trojak stated she is missing a signature to pay credit card for the web site bill auto renewed on the district card. The department is being provided the bill to reimburse the district however she needs a signature for accounting purposes, voucher was resent around and approved.

Chief's Report:

1. Sutphen performed the punch list on Engine 1 repairs and the ladder service is to be scheduled.

Commissioner J. Spinnenweber II asked the Chief and Assistants to work on a wish list for the budget of equipment needed to plan for next year's budget.

From the Floor:

Joe Mains:

- Inquired who the Assistant Chief worksheet for fuel reimbursement should be given to and where copies can be received from. It was suggested Chiefs' keep copies and provided completed ones to the Treasurer.
- Inquired whether he could schedule hose and ladder testing with same company as used last year. **A motion was made by Commissioner Boughton, 2nd Commissioner Sammons authorizing hose testing to be completed by Reliant and Ladder Testing by Mistras. 5ok motion carried.**

Motion to adjourn made at 20:11 by Commissioner Sammons, 2nd by Commissioner Boughton.
5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. Completed DEC SPEDES Permit paperwork for Port Ewen Firehouse Construction Project
3. 2025 Sutphen Aerial Service Contract
4. 2024 LOSAP Tabulation Report Certification
5. 2025 Quarterly LOSAP Tabulation Report
6. Correspondence to Board from Commissioner M. Spinnenweber on March 4th board meeting