

Port Ewen Fire Commissioners Meeting

Date: May 6th, 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

____ Chief Clark R. Mains
____ 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 19:03 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. 4ok motion carried.

Correspondence/Communications:

Secretary Dauner:

1. Marshall & Sterling submitted to the district their annual government disclosure statement.
2. Roehrs Construction provided a copy of their liability insurance renewal
3. New VFBL cards were received and have been provided to membership
4. Department has nominated Tim Triscari for appointment as a firefighter and his paperwork has been received.
5. Two Headquarters Hall rental requests were received
6. GenPlus submitted a quote to repair the transfer switch for the Sta#1 generator
7. 2024 Annual Financial Report was completed and forwarded to NYS Comptroller and Town Clerk.
8. Fire District Affairs Newsletter for April /May was received.

Commissioner Harris:

1. The Bank of Greene County has awarded the district a \$500 grant to go towards (2) air cleaning /exhaust system, (7) AED's, and (1) respirator fit testing kit.

Commissioner J. Spinnenweber:

1. Commissioner J. Spinnenweber addressed bill received from LaMela Sanitation bill received for monthly service. **A motion was made by Commissioner J. Spinnenweber,**

2nd Commissioner M. Spinnenweber to authorize the Treasurer to pay in advance of audited claims the LaMela Sanitation bill for garbage removal. 4ok motion carried.

Unfinished Business:

Commissioner J. Spinnenweber II:

1. Commissioner J. Spinnenweber inquired of update from attorney regarding the Delaware Engineering requested documents. Secretary Dauner stated that he spoke with Attorney Hannigan regarding the issue and Attorney Hannigan was preparing a letter to the board to go over his conversation with Ablen Amrod of Delaware Engineering. Effectively, Delaware Engineering has stated they provided all non-proprietary documents and that they did not have any other documents on the design and bid of the proposed project. They were going to go thru their files for any relative paper notes. Secretary Dauner asked Attorney Hannigan to speak with them regarding the roadway construction and the need for copies of submittals and all other documents Delaware Engineering had relating to construction of the road as they were the inspectors and the engineer on record. Secretary Dauner is waiting to hear back from the district's attorney on the matter.
2. Commissioner Sammons spoke to the RFP process and whether a meeting could be held with the firehouse committee to give a recommendation on who to hire. Commissioner Sammons stated that Chief Mains, chair of the Firehouse Committee saw no need for the meeting as they could not give a recommendation as they were not included in the RFP interview process. Commissioner Sammons and M. Spinnenweber stated the board needed to move forward with making a decision on the matter. *Commissioner Boughton arrived for the meeting at this time.* Discussion followed on the decision to hire a firm for the firehouse project. Commissioner Boughton stated he was not prepared to make a decision at this time. It was mentioned the possibility of adding on to existing buildings. Commissioner Boughton agreed the firehouse committee could not give a recommendation without being involved in the interview process. Commissioner Harris stated she felt the board could make the decision on who to hire and for committee to work with moving forward. It would have been nice to have the committee's opinions had they been involved in the interview process but the board has the knowledge in the process to make the decision. Commissioner Sammons stated he did not get answers to some of his questions from the interview. Discussions were held on feasibility of renovating but the rfp was for construction of a new firehouse not renovation so the interviewees were not prepared to present; however, they were willing to look into an analysis of a renovation. Discussion continued on the matter of renovation versus new construction. Secretary Dauner stated the current bond approval and monies are for a construction of a new firehouse on the 288 Broadway site nothing else. If the district wishes to use for another matter, the district would have to go back out to the taxpayers with a referendum to authorize. Chris Marta said that he proposed a feasibility study to renovate and it could happen in tandem with a preliminary cost estimate and can be a cost estimate of renovate vs. new construction. Secretary Dauner stated that these studies had previously been completed by previous firms and boards and were proven to not be cost effective. After further discussion, the board will ask the firehouse committee to meet with the two candidates for interviews prior to the June 6th Commissioner Meeting and make a recommendation to the board. The board stated they will make a decision on a

firm at the June 6th meeting regardless of whether the committee will be able to complete their meetings.

Commissioner M. Spinnenweber:

1. Commissioner Spinnenweber addressed the policies and her recommendations. Policy recommendations were forwarded to board via email. No action at this time.

Treasurer's Report – Treasurer's report read by Treasurer Trojak. Motion to accept Treasurer's report was made by Commissioner Boughton, 2nd Commissioner Harris. 50k motion carried.

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

- Regarding board approving paying LaMela without a voucher – technically you can not as NYS does not recognize garbage as a utility. If board is ok, she will continue to do so, technically she can put it on the Visa card. Commissioner M. Spinnenweber stated she would inquire if it can be billed every six months and said if it comes before meeting pay with Visa otherwise pay in meeting. After discussion, board agreed to continue paying ahead of audited claims.
- Pulled Central Hudson bills and reviewed costs. It appears to be from the sudden draw on power when everything is turned on at once. Commissioner M. Spinnenweber recommending turning on things slowly and not turning on all at once. Discussion followed.
- 2024 Annual Financial Report was filed on time. Copy attached.
- Draft of 2024 Audit was received and will be reviewed. Treasurer will get seven bound copies and check whether the auditor will need to be at next meeting to be present.
- Web Domain reimbursement was received from Department.
- Verizon and Sam's Club have tax charged to them on recent transactions – Treasurer will follow up on both.

New Business:

Secretary Dauner:

1. The Department presented to the board the application of Tim Triscari for appointment as a firefighter. He was approved by department and all paperwork was provided. **A motion was made by Commissioner J. Spinnenweber, 2nd Commissioner Harris to appoint Tim Triscari as a probationary firefighter. 50k motion carried.**
2. Secretary advised that the transfer switch on the Station #1 generator needs its controller replaced. It will not allow access to the transfer switch or allow it to exercise. A second quote was attempted to be received. After discussion on the matter, **a motion was made by Commissioner Boughton, 2nd Commissioner Harris to authorize Gen-Plus to repair Sta #1 generator transfer switch for quoted amount of \$3,487.47. 50k motion carried.**

Permission for Headquarters Hall Usage:

- Fire Department wishes to hold a Vendor Expo on September 20th
 - Mike Dauner – Headquarters Hall Rental on August 23rd
 - April White – Headquarters Hall Rental July 13th
 - Fire Department Memorial Day Picnic on May 26th
- All approved by board with no objections.

Chief's Report:

1. Addressed five sets of gear authorized in budget. The Chiefs are looking at outfitting firefighters who need gear. They are looking at outfitting active interior firefighters with a second set of gear out of gear in closet. If there are additional items needed for second set would the board consider allowing purchase and if not all five sets are purchased can Chiefs utilize remainder towards second set. Board said if over the five sets allowed come back to board with quotes.
2. Would like to look into purchasing gear racks which can be used and they brought to new firehouse. Board asked Chiefs to obtain quotes and bring to board.
3. Hose testing is to be scheduled.

From the Floor:

Adele Berger:

- Inquired why the fire department is running an unsecure website. The district's minutes are on the website and when the public cannot view it becomes an issue. Commissioner J. Spinnenweber and Harris are on the district committee for social media and they will look into the matter.

April White:

- Water and Gatorade are needed. Secretary Dauner stated that he can obtain from VanLoan's. Drinks should be secured for apparatus only – they are not for the firehouse. **A motion was made by Commissioner J. Spinnenweber, 2nd Commissioner Harris authorizing purchase of Gatorade and water for apparatus. 5ok motion carried.**

Motion to adjourn made at 20:18 by Commissioner Boughton, 2nd by Commissioner Sammons.
5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. 2024 Annual Financial Report and acknowledgement of receipt from Town
3. Bank of Greene County Grant Award Letter
4. Marshall & Sterling Government Insurance Disclosure Statement
5. Roehr Construction Liability Insurance