

Port Ewen Fire Commissioners Meeting

Date: May 7th, 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

X 1yr William McNamara

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 Sammons at 20:07 hours.

Minutes: Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner Boughton 2nd by Commissioner Harris. Vote: Commissioners' Sammons, McNamara, Boughton – Yes, Commissioner Spinnenweber – No, Commissioner Harris – Abstain. Vote Passed.

Commissioner Spinnenweber asked how Commissioner McNamara could vote on minutes when he was not at meeting – Commissioner Sammons stated because he is a Commissioner.

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

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

1. Commissioners were provided a Budget vs. Actual and Treasurer advised that she will be requesting several budget line item transfers. She reviewed the transfers and will provide a final list over next month.
2. The 2023 Annual Financial Report has been completed by Cooper & Arias and was filed with the NYS Comptroller. Secretary Dauner was provided a copy and has available. The report mentioned replaces the AUD from previous years.
3. Treasurer Trojak addressed that there is a grant available for records retention and she would like the district to look into it as a scanner can be purchased for the office as well as shelving, etc.
4. The Tax Cap Account was renamed the Bond Payment Account.
5. Treasurer, Secretary, and Commissioner Sammons met with Auditors from NYS Comptroller and the district is now being audited for financials.

6. There are several bills with Delaware Engineering which need to be addressed for payment. Bills now have back up explanation of services and need to be reviewed and approved by Commissioners.
7. Interest payment for \$6.5 million bond is due in August in amount of \$122,862.50 and will be taken from the general fund.
8. Treasurer advised that the employees who were involved in payroll for Gagnon & Associates have resigned and she is requesting that the board consider having the district's current accountant, Cooper & Arias complete quarterly payroll. **A motion was made by Commissioner Boughton, 2nd Commissioner Spinnenweber to appoint Cooper & Arias to complete payroll for the district. 5ok motion carried.**
9. Treasurer has noticed that Central Hudson and Verizon are charging sales tax to the district. She will work to get this addressed by sending them a letter and request a credit be issued.
10. Addressed several items raised by NYS Comptroller during the Risk Assessment. They addressed the way the Assistant Chief mileage is being conducted and recommended starting mileage /location and ending mileage /location be written down. It was explained that they are responding to emergency and do not necessarily have time to write down when responding. Treasurer Trojak recommended the board maybe consider a gas card instead. The state auditor wanted the district to reconcile bank statements each month and she explained the current practice. The Auditor is asking the board issue a RFP for LOSAP services at the beginning of the year and each year have the LOSAP report /tabulation certified by the Board by motion and have the report signed by the board. They do not believe the minimum on drills are correct as well as they had issue with activity report drill vs. training. Chief Mains was advised. Treasurer Trojak advised that the Comptroller is looking at auditing financial management 2018 – current.
11. Thank you to Assistant Chief Mains and others for working on Spectrum cable box repairs.
12. Assistant Chief Mains stated that the tax exempt needs to be updated for Lowe's. Treasurer Trojak will look into it and Commissioner Spinnenweber offered to assist.

Correspondence/Communications:

Secretary Dauner:

1. Quote for gutter repair was received from Ron Naccarato and will be addressed under unfinished business.
2. Correspondence was received from Commissioner Spinnenweber on last months meeting regarding discussion on exhaust systems and communication was read into the record.
3. RFP proposal and letter of intent to retire was received from LOSAP Administrator Ron Naccarato and was read.
4. Correspondence received via email to all members of the board from Planning Board regarding site plan review. A copy is up front for anyone in audience who wishes to review.

5. Applicant from Department approved for membership and now before the board for appointment – to be addressed under new business.
6. Letter sent to VFIS regarding extra payment for LOSAP. Letter read into record.
7. Letters received from Ladies Auxiliary requesting use of annex on June 8th and for a Penny Social in September.
8. Actuarial paperwork for LOSAP to be placed on file.
9. Letter sent to Delaware Engineering advising that the board accepted bid for road construction subject to final site plan approval.
10. Attorney correspondence on site plan work with Planning Board.
11. W-9 paperwork and several letters of support for district grants were received.
12. Fire District Affairs newsletter was received for April /May

Unfinished Business:

Commissioner Spinnenweber:

1. Commissioner Spinnenweber wanted to clarify her vote for last month, she did not want to vote for the one member as it was a family member and she wasn't sure if she could vote. She would like to have members voted on separately. Secretary Dauner stated he reviewed the tape and the minutes and the vote was "I object". He reviewed what constitutes a vote and stated he nor anyone else cannot change the minutes from what was stated at the meeting.

Commissioner Harris:

1. Commissioner Harris reviewed four letters of recommendation for grant award from Senator Hinchey, Congressman Ryan, Assemblywoman Shrestha, and Town Supervisor Danielle Freer and the Town Board. There is a lot of support from the community for the firehouse project and for funding. The CREST grant was submitted previously and on April 30th the volunteer New York State Capital Infrastructure Grant was submitted with a request for \$1,000,000 for new construction. Congressman Ryan's office invited the district to apply for a community project funding grant however there was only two days notice as well as an invite from Assemblywoman Shrestha for a discretionary funding grant. Work is being completed on both quickly and Congressman Ryan's grant which is being applied for is \$2,000,000. Commissioner Harris explained the grant process and sometimes quick turnaround required for funding requests /applications. She stated you need to know someone on the inside channels for upcoming grants and this is good practice for future grants. She recognized grant writer Brenna Robinson for her work and stated she is a local resident as well. Commissioner Sammons agreed the grant writer was a good choice and asked where the district was with regarding funding authorized for grant work. Commissioner Harris stated the district authorized up to 40hrs of work for grants and the grant writer is obligated to tell us when the district has used its hours authorized. She will check with Brenna tomorrow how much is still available. Commissioner Harris wanted to recognize the Esopus Town Board and their letter of support and endorsement for the project which was voted on at the meeting. She stated the town is trying to help.

Commissioner Boughton:

1. Commissioner Boughton raised the issue of the exhaust system and asked whether it would be readdressed. Commissioner Sammons reviewed the previous month's discussion to which Commissioner Boughton stated he did not want to downplay the issue however addressed that there is only one vehicle which is not clean start and it is anticipated to be replaced within the month. He inquired the price of a system and Commissioner Spinnenweber stated she had companies wishing to quote. Commissioner Harris stated it is important to have a equipment assessed needs list for purchase and this is a requirement for grants. She stated none of the grants had a needs list and stated the department members and commissioners should get together and create this list even if an informal list for future funding. Commissioner Sammons stated a list was given of a compressor, new jaws of life extrication equipment, as well as turnout gear. Commissioner Harris stated that is a little different having one or two persons giving a wish list than a more objective list from line officers and the department and a review board for a grant wants to see a objectively developed list. Commissioner Sammons offered to assist Commissioner Harris with the list. Commissioner Boughton addressed the exhaust system and stated there are possible temporary solutions and he is not opposed to pursuing something temporary. A permanent exhaust system will probably be over \$100,000. Commissioner Harris offered to put together the cost benefit analysis and obtain input from the Commissioners and Officers. She would like to retain Choice Words(grant writer) on the matter. Commissioner Sammons asked Commissioner Spinnenweber and Harris to look into options and prices for exhaust systems and present back to the board.

Secretary Dauner:

1. Secretary Dauner stated that Delaware Engineering submitted all paperwork as requested in recent correspondence by the deadline and the district is awaiting word from the Planning Board of next steps. Commissioner Sammons asked Planning Board member Chris Marta who was present at board meeting what else may be required to which Chris stated 1/3 of requests were not complied with. He offered again to sit in a meeting with Delaware Engineering to discuss what needs to be done with the design package. Commissioner Sammons stated he will contact Delaware Engineering and make it happen. It was stated that Delaware Engineering is continuing to bill for all work to which Commissioner Harris inquired what type of contract allowed for the continued billing of work not based on the performance, she stated it is important to have a contractual attorney. Commissioner Sammons stated he will speak with Ablen of Delaware Engineering tomorrow to coordinate a meeting.
2. ID photos were taken and they are being sent to company to print ID's. Uniform items were ordered and tailoring has been done. The committee is awaiting shipment.
3. Secretary stated there is a meeting this month to go over the LOSAP portfolio and LOSAP Administrator Naccarato, Commissioner Spinnenweber and Secretary will attend. Frank Gusmano of Lincoln Financial will also be in attendance. The Secretary suggested to wait till next months board meeting to address LOSAP concerns including Ron's letter on retirement and proposed RFP. He also suggested a separate meeting may be warranted.

4. Ron Naccarato submitted a quote from County Wide Seamless Gutters for gutter work on Sta #2. The quote was for \$1,750.00 and Secretary Dauner asked the board to consider Sta #1 gutter repair on pavilion as it overflows. **A motion was made by Commissioner Boughton, 2nd Commissioner Harris to replace Sta #2 gutters and repair Sta #1 as needed. 5ok motion carried.** (Secretary Note: Clarified the quote included replacement of upper gutter on Sta #1).

Treasurer Trojak:

1. Addressed recent work performed by Roger Brandt on Treasurer laptop as well as diagnostic on computers. He put considerable time in at all hours. She stated he was recommended to submit a bill for services but recommended the board consider some sort of compensation. After discussion, the board asked Treasurer to speak with accountant on what type of compensation can be given.

Commissioner Sammons stated he authorized Secretary to purchase a new printer as the old one broke and it was needed to complete Secretary duties.

New Business:

Commissioner Spinnenweber:

1. Commissioner Spinnenweber addressed the need to have prospective new members voted on individually and more information be given. Commissioner Sammons stated that the department is interviewing and vetting the member and the Chief is having a background check completed. Secretary Dauner stated the application can be attached to the letter of appointment which Commissioner Spinnenweber stated would be fine.

Commissioner Harris:

1. Commissioner Harris wanted to thank the board and Secretary for the agenda and she felt that it is working and the board knows what they are going to speak to.

Commissioner Boughton:

1. Commissioner Boughton would like to obtain quotes for painting trim on Sta #1. He will report back at the next meeting. Commissioner Sammons had asked the department if they could clean up the second floor of Sta #1 and he is recommending the carpet be replaced as the department is planning to purchase new furniture and make upgrades. Discussion followed. Commissioner Boughton will obtain quotes for painting of exterior and carpet for second floor at Sta #1. Assistant Chief Mains stated that training will not be conducted upstairs if the carpet is replaced.
2. Commissioner Boughton stated that the main disconnect at Sta #1 needs to be replaced and he will obtain quotes to do so.

Secretary Dauner:

1. Secretary Dauner stated that Mirabella Hannigan was approved by the department for membership and passed all background checks, etc. and is now being recommended for appointment. **A motion was made by Commissioner Sammons, 2nd Commissioner Spinnenweber to appoint Mirabella Hannigan as a firefighter. 5ok motion carried.**

Permission for headquarters Hall Usage:

1. Joe Mains has requested use of headquarters on June 1st from 3-7pm. No objection from the board.
2. Commissioner Spinnenweber stated that George Banks is written down for two dates on the calendar and the board was not asked for permission. The board stated that approval is needed and Commissioner Spinnenwber stated she will cross his name off. Commissioner Spinnenweber will make contact with George advising applications need to be submitted to board for approval and dates aren't authorized.
3. Ladies Auxilary is requesting permission to use the annex on June 8th for a fried dough fundraiser. The Ladies Auxiliary is requesting use of Headquarters for a Penny Social on September 22nd and for setup on September 20th & 21st. The board had no objection.
4. Commissioner Spinnenweber stated that the County Meeting is May 21st the same night of Commissioner Meeting. Commissioner Sammons stated the meeting should be cancelled however if needed the commissioner meeting can be relocated.

Chief's Report:

1. **A motion was made by Commissioner Sammons, 2nd Commissioner McNamara authorizing Chief vehicle and 48-12 to be used to drive to Sutphen East in Pennsylvania for final inspection of new engine. 50k motion carried.**
2. Assistant Chief Mains stated new engine will be delivered mid to late May and a check will need to be prepared to be issued on delivery. The Department will mount equipment and will purchase mounting equipment as needed.
3. Assistant Chief Mains asked for permission for apparatus to attend HVVFA Parade in Saugerties in June specifically new Engine 1 if it is here. **A motion was made by Commissioner Boughton, 2nd Commissioner McNamara for apparatus to attend Hudson Valley Volunteer Firefighter Parade in Saugerties in June. 50k motion carried.**
4. Chiefs are working on going thru gear closet and will have a list to Commissioners next month of what needs to be disposed.
5. Assistant Chief Mains asked for permission to purchase ten new SCBA cylinders to complete cylinder replacement. Secretary stated there is money in equipment line that can be used as well as the SCBA line. The price is state bid pricing.
6. Hose testing will be Friday May 24th. Drivers will be needed.
7. Commissioner Sammons asked permission for Sanford, trailer, and pickup to attend a firefighter muster in Hancock on June 1st – no objection. Commissioner Sammons received a quote from 1st Place Tire for new tires on trailer and a spare tire for \$500. **A motion was made by Commissioner Harris, 2nd Commissioner Boughton to spend \$500 at 1st Place Tire for new tires and a spare tire for the trailer. 50k motion carried.**

Public Comment:

Chris Marta:

- Inquired ETA of RFP for a firehouse consultant. Secretary stated he submitted to the attorney to complete however it was his understanding the issue of Planning Board

approval and road construction would take place before board action on the RFP which was board consensus.

A.E. Stokes:

- Stated heater behind Truck 1 in Sta #2 needs to be looked at – Commissioner Sammons stated it was being looked into.

Jule Dauner:

- Inquired if there is a master list for grants to apply for, Commissioner Sammons stated there is not and Commissioner Harris stated that now the district is signed up with the grant writer they are looking out for district and they send monthly updates.

Jim Langan:

- Stated the light fixture in flatware closet at Headquarters needs to be looked at as well as the side door light is inoperable. Commissioner Sammons stated he would ask Frank Banks to look at them.

Frank White:

- Stated Engine 2 bay entrance door sticks and needs to be looked at. Secretary Dauner offered to look at doors.

Motion to adjourn made at 21:43 by Commissioner Boughton, 2nd Commissioner McNamara. 5ok Motion Carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. Chief Report
3. Correspondence from Commissioner Spinnenweber on Exhaust System
4. Correspondence from Esopus Planning Board on Site Plan Approval
5. Correspondence to VFIS from board regarding LOSAP 2024 payment
6. Correspondence to Delaware Engineering regarding roadway bid acceptance pending site plan approval
7. Correspondence from Hannigan Law to Planning Board on site plan easements
8. Letters of support for grant funding and W-9 paperwork
9. Gutter replacement Quote County Wide Seamless Gutters
10. Ron Naccarato Retirement and proposed RFP correspondence
11. LOSAP Actuary related paperwork spring 2024
12. Hall Rental Requests Joe Mains and Ladies Auxiliary