

Port Ewen Fire Commissioners Meeting

Date: November 19th, 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

 1yr William McNamara

X Sec'y Mike Dauner

X Treas. Wendy Trojak

 Chief Clark R. Mains

 Asst. Mike Lange

 Asst. Joseph Mains

X Asst. Frank White Jr.

Pledge to the Flag

Meeting was called to order by: Commissioner Sammons at 20:00 hours.

Minutes: Additions/Corrections to the previous month's meeting(s): Commissioner Spinnenweber stated she had abstained from the vote for Clark Mains to be the LOSAP Administrator on the original motion however agreed to the splitting of the salary at which point all the original motion was amended to appoint Clark LOSAP Administrator and approve splitting the salary to which the entire board present approved. Commissioner Spinnenweber would like it clarified that she had only wished to approve the splitting of the salaries. Motion to accept minutes was made by Commissioner Harris 2nd by Commissioner Boughton. 4ok motion carried.

Treasurer's Report – Treasurer's report read by Treasurer Trojak. **Motion was not made and needs to be completed at the December meeting.**

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

- Treasurer Trojak stated budget vs. actual transfers need to be made. The state auditor recommends that this be done monthly however with the board meeting monthly, to forecast what is to be spent is difficult. She recommends performing budget transfers twice a year or quarterly. A detailed list will be available at the December meeting.
- A transfer from the firehouse account to the regular checking account in the amount of \$2,035.00 was made to pay a Fiscal Advisors bill for the district. The check was cut from the firehouse account however should have been paid through the general fund.
- Regarding the compressor /cascade payment, she recommends moving \$99,000.00 instead of \$100,000.00 from the fire equipment reserve so as a balance is left in the account after the payment. The board approved of the change.
- A \$300.00 rebate was received for pagers purchased.
- A credit is on file with Central Hudson for Sta#1 and Headquarters.
- Lowe's was sent W-9 paperwork.

- Treasurer attended training with AFDSNY at Turning Stone and gave a brief report. She thanked the board for approving her attendance.
- Treasurer Trojak spoke with Charter Communications regarding the broadcast fee tax which is required to be paid regardless of tax exempt.
- Regarding tax exempt status with Sam's Club and Lowe's, purchasers must tell the cashier at time of purchase that we are tax exempt so taxes aren't added.
- Treasurer Trojak reviewed with the board the anticipated year end balances. Upon paying vouchers this evening and after moving monies into the reserve funds as budgeted, there will be \$49,757.95 left in the general fund(checking account). Reserve fund transfers are Apparatus Reserve - \$70,000.00, Capital Reserve - \$10,000.00, Fire Equipment Reserve - \$5,000.00. The remaining balance in the general fund will be used for December invoices and to cover bills until the district receives the town check in February. The board should make a decision at the December meeting how to utilize the monies for expenses in January and February and write a letter of such as the state comptroller has recommended the district not carry over money.
- Treasurer asked the board to consider the Delaware Engineering invoices still not paid so she can be able to mail checks before the end of the year.

Correspondence/Communications:

Commissioner Spinnenweber:

1. Hoodz, Roehrs Construction, Tiano Electric, and Michael J. Sass submitted Certificates of Liability Insurance.
2. NYS Cancer Insurance is due for renewal soon and the policy is \$7,470.00. Renewal questionnaire paperwork was submitted by the Secretary.

Secretary Dauner:

1. The district's attorney sent correspondence on close out of previous litigation.
2. Town Clerk submitted acknowledgement of receipt of the 2025 Fire District Budget.
3. Hop Energy sent a letter offering oil tank protection, Secretary noted the district has a policy under its insurance and left the form up front for the board to review if they so desired.
4. Copies of documents from recent accident involving Rescue 1.
5. All members who did not complete a physical by October 1st received a letter advising they were non-firematic until they produced a physical and to turn in their gear.
6. Electrical Inspection on Sta #1 electric disconnect was received.
7. Draft RFP for Architectural & Engineering Services was received and forwarded to the board for their review.
8. Correspondence was received from Ron Naccarato regarding LOSAP and will be addressed under unfinished business.
9. Several quotes were received for handicap accessible ramps at Headquarters and will be addressed under new business.
10. A letter to be placed on the ballot for fire commissioner were received from Jack Spinnenweber II and George Post.

11. Copy of the filed legal notice for the annual commissioner election was received and is on file.

Unfinished Business:

Commissioner Spinnenweber:

1. Commissioner Spinnenweber brought several proposals for repair to the handicap ramps at Headquarters meeting hall. It was previously discussed to repair and with the upcoming vote she asked the board to consider. Al Larkin quoted installing blacktop ramps at \$3,500.00 for both doors, MKL Masonry to concrete at \$3,255.00 for both doors. Berardi Fencing cannot complete work until spring. The district could also install ramps themselves between \$880-1,500.00 or purchase an aluminum ramp for \$3,809.58 for each door. Discussion followed and it was mentioned that aluminum ramps could be moved to another facility. Commissioners' Boughton, Sammons, and Harris each agreed blacktop was beneficial. **A motion was made by Commissioner Boughton, 2nd Commissioner Harris to approve proposal from Al Larkin to blacktop two exit ramps at Headquarters Hall. 4ok motion carried.** Commissioner Spinnenweber addressed the board should consider the sale of Headquarters however it was noted that it is too late to place on the annual election. **Upon conclusion of motion Commissioner Spinnenweber stated that further review of the quote showed that the proposal was for one door only. Upon further discussion, a motion was made by Commissioner Spinnenweber, 2nd Commissioner Boughton to rescind the previous motion on handicap doors and to approve Al Larkin proposal to have one handicap exit door blacktopped at \$3,500.00 and see if Al will consider completing both doors for the cost of one. Vote: Commissioners' Sammons, Spinnenweber, Boughton – Yes. Commissioner Harris – No. Motion passed.**
2. Commissioner Spinnenweber addressed the Delaware Engineering invoices and her conversations with the engineer. The two bills were for soil testing at \$585 for soil testing and \$13,267.83 for roadway construction management. Commissioner Spinnenweber stated there were several other invoices at issue. She stated there was a charge for \$1,015.00 which was supposed to be taken off. Secretary Dauner stated that the previous bills were audited and approved by the board and reviewed by two auditors without issue. Would the board consider paying the \$13,267.83 invoice minus the \$1,015.00 which Ablen Amrod of Delaware Engineering previously agreed to not charge the district for and not pay the \$585.00 invoice as the engineer agreed to waiving the bill previously. **A motion was made by Commissioner Spinnenweber, 2nd Commissioner Boughton approve voucher of \$13,267.83 minus the \$1,500.00 for revised total of \$11,767.83 and not pay the invoice for \$585.00 and payment will be made pending a corrected invoice and signed at the December meeting. 4ok motion carried.**
Secretary Note: The motion was made for minus \$1,500.00 however discussion was to deduct \$1,015.00. Board was advised of error and Delaware Engineering was advised of the bill to be corrected for \$1,015.00.

Commissioner Boughton:

1. Carpet is completed, thank you to Commissioner Spinnenweber for assisting.
2. Painting of Sta #1 will not take place until next year.

Commissioner Harris:

1. She received information on upcoming FEMA AFG grant. This does not include construction costs and max is \$1,000,000.00 with a 5% match. After discussion, Commissioner Sammons recommended Commissioner Harris speak with the Chief on his needs. Commissioner Sammons asked she forward information to the board as well after speaking with the Chief. Commissioner Harris gave an update on the member grant, CREST & VR Grant. She has asked for information to be forwarded to Hinchey's office by the grant writer however the grant writer has not forwarded. A new grant writer may be needed. Secretary Dauner stated that the district previously used Vickers Consulting with favorable results. Commissioner Sammons stated he has the paperwork for the member grant to review and upon completing review he will sign and submit it. April White suggested to the board that they speak with Will Freer of Esopus Fire Department as he has written grants in the past.

Secretary Dauner:

1. The town and the district's attorney both stated the survey of the road can be held off until the full survey is completed once the building is completed.
2. Locksmithery fixed at no charge the Headquarters entrance panic bar which had a broken spring. They said in future if it breaks again, it may need a new panic bar.
3. Secretary spoke with Frank Banks regarding the new grass needing to be cut by the Headquarters access road. Frank said that he would cut this as part of the current grass at Headquarters with no additional charge.
4. Secretary Dauner gave an update on the commissioner election. It will be held Tuesday December 10th, 2024 3-9pm.
5. Addressed the RFP for Architectural & Engineering Services and reviewed the draft submitted by the town's attorney. After discussion, the board wished to hold action until the December meeting allowing the RFP to be addressed with the new board being seated.
6. Reviewed correspondence from Ron Naccarato regarding LOSAP consulting effective January 1st. The board spoke with Ron regarding his offer of serving in a consultant capacity after his retirement December 31st, 2024. Ron offered to perform consultant work to assist with audits and transition. Secretary Dauner noted that it would assist in making a job description for the position moving forward recommended by the State and Ron would have direct involvement in this. After discussion **a motion was made by Commissioner Boughton, 2nd Commissioner Spinnenweber to pay Ron Naccarato \$25.00 per hour portal to portal for consulting fee effective January 1st, 2025. 4ok motion carried.**

New Business:

Commissioner Spinnenweber:

1. Inquired whether the board had a bill paying policy. The Secretary stated that the board has several policies addressing this including the voucher and credit card policy. Commissioner Spinnenweber asked whether the board could have a policy to which the board be able to review a voucher in excess of \$1,000.00 prior to the night of the meeting so that questions may be addressed. The board had a discussion at length and the Treasurer addressed the need for a scanner so she could scan invoices. Secretary Dauner recommended the board set a date when vouchers will not be accepted past with exception of utilities. At this time the Treasurer can send the board a voucher list and commissioners can request a copy of a certain invoice they wish to review. **A motion was made by Commissioner Spinnenweber, 2nd Commissioner Boughton to approve the purchase of a scanner /printer for the Treasurer. 40k motion carried. A motion was made by Commissioner Spinnenweber, 2nd Commissioner Sammons to set a policy which requires all vouchers be submitted the Friday prior to the Tuesday Commissioner meeting to be considered for payment. After that date vouchers will be considered at the next meeting. 40k motion carried.**

Permission for Headquarters Hall Usage:

1. Joe Mains on behalf of the fire department requested the use of the Headquarters Hall for the fire department Christmas Party to be held on Saturday December 14th, 2024 with beer & wine to be served. **A motion was made by Commissioner Harris, 2nd Commissioner Boughton authorizing the use of the Headquarters Hall for the fire department Christmas Party to be held on Saturday December 14th, 2024 with beer & wine to be served. 40k motion carried.**
2. Liz Pitt cancelled her request for the hall rental on November 30th.

Chief's Report:

1. Rescue 1 is in process for the repairs.
2. Gold leaf is being completed on Engine 1, Sanford, and Rescue 2.
3. Assistant Chief White requested permission to purchase brooms for the stations as there are none. Board authorized him to purchase two for each station.

Public Comment:

Jack Spinnenweber II:

- In past the board spoke about salting in parking lots. If we get weather, he inquired who will be salting? Commissioner Sammons stated there is a tailgate salter and two hand salters available and the current membership completes salting. Jack asked if a policy will be created requiring it to be installed on the pick-up. Commissioner Sammons stated if it is needed the membership who plow / shovel will put on if needed. Secretary Dauner mentioned the board should consider liability. Jack mentioned liability of the department

and it was stated that the members are district employees completing the salting and the department is not involved. No further action.

Motion to adjourn made at 21:19 by Commissioner Spinnenweber, 2nd Commissioner McNamara. 4ok motion carried.

Respectfully Submitted,

Mike Dauner
District Secretary

Attachments:

1. Treasurer Report
2. Attorney Correspondence Conclusion Litigation
3. LOSAP Correspondence from Ron Naccarato
4. Town acknowledgement receipt of 2025 Budget
5. 2024 Firefighter Physicals to date
6. Electrical Certificate Station #1 disconnect
7. Liability Insurance Certificates for Hoodz, Roehrs Construction, Tiano Electric, and Michael J. Sass
8. Paperwork on Rescue 1 Accident 10292024