

## Port Ewen Fire Commissioners Meeting

Date: January 7<sup>th</sup>, 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  
\_\_\_ 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: Secretary Dauner at 19:00 hours.

**A motion was made by Commissioner Boughton to appoint Commissioner Sammons Chairman – no second. A motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Spinnenweber II to appoint Commissioner Spinnenweber II Chairman. Vote: Commissioners' M. Spinnenweber, Harris, and J. Spinnenweber II – Yes. Commissioners' Boughton and Sammons – No. Motion passed**

Commissioner M. Spinnenweber asked that the District Secretary and Deputy Treasurer appointments be addressed separately. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Boughton to appoint Mike Dauner District Secretary 5ok motion carried.**

Commissioner M. Spinnenweber inquired the qualifications of Secretary Dauner as Deputy Treasurer to which Secretary Dauner gave his qualifications /work history. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Harris to appoint Mike Dauner Deputy Treasurer. 5ok motion carried.**

**A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to appoint Wendy Trojak District Treasurer. 5ok motion carried.**

**A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to appoint Wendy Trojak Deputy Secretary. 5ok motion carried.**

The Secretary salary was addressed for addition of LOSAP work to Secretary duties. Previous LOSAP Administrator salary of \$3,250.00 had previously been approved to split between New LOSAP Administrator Clark Mains and Secretary who were splitting the previous administrator job duties. Secretary salary was \$6,000.00 and would add \$1,625.00 for additional LOSAP duties. **A motion was made by Commissioner Harris, 2<sup>nd</sup> Commissioner Sammons to set Secretary Salary at \$7,625.00. Vote: Commissioners' J. Spinnenweber II, Boughton, Sammons, and Harris – Yes. Commissioner M. Spinnenweber – No. Motion passed.**

**A motion was made by Commissioner Boughton, 2nd Commissioner M. Spinnenweber to have Daily and Sunday Freeman be the official district newspaper. 50k motion carried.**

**A motion was made by Commissioner Sammons, 2nd Commissioner Harris to appoint Frank Banks of FB Property & Facility Maintenance as custodian. 50k motion carried.**

**A motion was made by Commissioner J. Spinnenweber II, 2nd Commissioner Harris for Bank of Greene County to be the district bank. 50k motion carried.**

**A motion was made by Commissioner Boughton, 2nd Commissioner Harris for District meetings to be held the first and third Tuesday of each month 7:00pm at Headquarters however the November 4<sup>th</sup>, 2025 meeting on Election Day will not be held. 50k Motion carried.**

**A motion was made by Commissioner Sammons, 2<sup>nd</sup> M. Spinnenweber to appoint Hannigan Law Firm as the Fire District Attorney. 50k motion carried.**

**A motion was made by Commissioner Sammons, 2nd Commissioner M. Spinnenweber to maintain membership and pay dues in AFDSNY, UC Assoc. of Fire Districts and NYS Assoc. of Fire Chiefs. 50k motion carried.**

**A resolution was adopted for the Treasurer to be authorized to pay in advance of audited claims for water and electric utilities, telephone payment, postage, and office supplies. Moved Commissioner Sammons, 2nd Commissioner Harris. 50k resolution adopted.**

**A motion was made by Commissioner Boughton, 2nd Commissioner M. Spinnenweber to set Headquarters as location of District elections. 50k motion carried.**

**A motion was made by Commissioner J. Spinnenweber II, 2nd Commissioner M. Spinnenweber to approve yearly contracts for MES SCBA /Compressor Service, GenPlus (generator Sta #1 & #2), Safeco(alarm system), and State Line (JAWS). 50k motion carried.**

**A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner M. Spinnenweber to approve mileage at the federal rate for 2025. 50k motion carried.**

**A motion was made by Commissioner Boughton, 2nd Commissioner Sammons to appoint Clark R. Mains LOSAP Administrator 2025. Vote: Commissioners' J. Spinnenweber II, Boughton, Sammons, Harris – Yes. Commissioner M. Spinnenweber – No. 50k motion carried.**

**A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner M. Spinnenweber to appoint Fitzgerald Brothers to be the district's first call mechanic for apparatus. 50k motion carried.**

**A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner Boughton to readopt the following District Policies for 2024: Personnel, Procurement, Harassment, Sexual Harassment, Workplace Violence, Whistleblower, Chiefs Vehicle, Gear & Equipment, Investment, Capitalization, Code of Ethics, Voucher, Data Recovery, Document Retention, Credit Card, Medical Clearance, Drug & Alcohol Abuse. 5ok motion carried. Secretary Dauner noted he will update policies with the re-adoption date by the board and forward to everyone as well as repost at the firehouse.**

**Minutes:** Additions/Corrections to the previous month's meeting(s): None. Motion to accept minutes was made by Commissioner M. Spinnenweber 2<sup>nd</sup> by Commissioner Boughton. 5ok motion carried.

**Treasurer's Report** – Treasurer Trojak was unable to attend the meeting and a report was unavailable at the time. A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner M. Spinnenweber to suspend the reading of the January Treasurer Report until next month. 5ok motion carried.

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

**Correspondence/Communications:**

Secretary Dauner:

1. District's attorney provided a draft letter from District to Delaware Engineering ending their services. Letter to be read and addressed under unfinished business.
2. Annual LOSAP Tabulation was received from LOSAP Administrator Mains. Secretary will forward to members of the board for their review so it can be certified at a later date.
3. AFDSNY Fire Districts Affairs newsletter for December /January was received.
4. A letter was received from the Department advising their nominations for District Chief Officers and was read. Letter to be addressed under new business.
5. Package and Auto Policy Renewals were received.
6. Hueber Breuer submitted questions for the RFP – to be addressed under unfinished business.
7. Christmas Card was received from Hannigan Law Firm.
8. 2024 Annual Payroll Certification was submitted to UC Personnel Department as well as LOSAP Administrator appointment paperwork.
9. Pinsky Law Conference on March 27-29<sup>th</sup> at Turning Stone for those interested.
10. 2024 Sexual Harassment Training List and 2024 Physical List is on file.
11. LOSAP Contact Designation Form was submitted to Glatfelter Insurance.
12. Treasurer Trojak submitted a letter requesting to attend the Pinsky Conference in Turning Stone – to be addressed under new business.
13. Quote for new panic bar on entrance door at Headquarters
14. Received Jack Spinnenweber II's oath of office.
15. RFP Legal Notice

Commissioner M. Spinnenweber:

1. Received liability insurance from MKL Masonry for Headquarters emergency exit ramps. Provided to Secretary.

**Unfinished Business:**

Commissioner Harris:

1. The AFG grant was submitted on time. There were issues at the end and she will be recommending looking into other grant writers with Choice Words and other firms that were suggested.

Commissioner Brennan-Spinnenweber:

1. Workers Comp bills were reviewed with the insurance carrier. Commissioners' policy went up about \$6 however VFBL went down over \$5,000. She is working to save taxpayers money.
2. The fountain at Headquarters that is leaking has been found to need the air line from compressor for soda system to be removed to prevent it from leaking. **A motion was made by Commissioner M. Spinnenweber, 2<sup>nd</sup> Commissioner Sammons to authorize Commissioner M. Spinnenweber to remove air line from soda system on Headquarters water line to prevent water line from leaking. 50k motion carried.**

Secretary Dauner:

1. Firehouse RFP was completed and a legal notice was placed in Freeman and the RFP was provided to several interested parties and the Commissioners'. This Friday January 10<sup>th</sup>, 2025 there will be a pre-proposal meeting at 10:00am to discuss the proposal with interested parties. Secretary is hoping that as many members of the committee can attend and at least one of the Commissioners on the firehouse committee can attend. He reviewed the next steps for the RFP process.
2. Secretary Dauner read to the board the letter drafted by the district's attorney on behalf of the district to Delaware Engineering ending their services with the district on the firehouse project. After reading, Commissioner Harris recommended adding the statement "without question, the most significant setback was the escalating costs of construction from the commencement of the project to present, and Delaware Engineering's inability to correctly forecast the actual cost of the new firehouse." After further discussion and approval to add modification as recommended by Commissioner Harris, **a motion was made by Commissioner M. Spinnenweber, 2<sup>nd</sup> Commissioner Boughton to approve the letter as amended from the fire district to Delaware Engineering ending their services on the firehouse project. 50k motion carried.** Secretary will update the letter and place on letterhead for Chairman J. Spinnenweber II to sign and then mail to Delaware Engineering.
3. Secretary Dauner addressed several items on behalf of Treasurer Trojak. The MES invoice for installation of the compressor and cascade still needs to be approved. The previous bill paid was for equipment not install. MES advised that they would submit a credit for previous repair work completed on the old compressor and possibly trade /scrap

of old unit. It was asked if the bill can be paid minus the credits as the install was performed and it was a good bill. Commissioner Boughton stated the original motion was not to exceed \$100,000.00. Chief Mains stated the original quote was resubmitted in June for \$103,000.00 for equipment and then electrician work and install needed to be performed. The board was able to return old compressor for a credit which could be used for install. Board will revisit next month on clarification of approved motion and word from MES on credits.

4. Tax Anticipation Note is in works and will be received in time to pay the February bond payment. It will then be reimbursed with the town tax check.
5. 2024 Sexual Harassment Training List and Physical List were provided. Members not having a physical were sent a letter advising they were non firematic and to turn in their gear until the time they provide proof of a physical. Secretary Dauner stated past practice for those who did not complete annual sexual harassment training was for the member to be suspended until they provided proof of completion of training. He asked whether the board agrees to continue this policy. Board advised yes to continue.
6. Secretary Dauner had Headquarters panic bar was rechecked due to an issue again. The panic bar is working however a quote was received to replace. Ron Naccarato stated the doors are not commercial doors and hardware will not work properly on them, Secretary Dauner recommended all doors at all buildings be checked as several have sprung hinges and closing issues. He recommended a contractor look at doors to repair. Board will hold action on panic bar quote and doors until committee appointments are made by Chair for next meeting.
7. Letter from Hueber Breuer was read asking several questions on the RFP for Architectural & Engineering Services. Sean Foran asked whether a letter from Delaware Engineering was received acknowledging work they performed was available in editable format and asked about budget for project. He further asked if the board was going to go back to referendum for more funds and whether the design must meet essential facility code requirements. Discussion followed. The district's attorney had indicated that after his review of the contracts with Delaware Engineering and the attorney stated the work can be used by another firm and Secretary Dauner stated there were multiple documents still needed from Delaware relating to the roadway construction including specs as previously mentioned by Commissioner M. Spinnenweber. A point of clarification was made that editable digital files (DWG) were needed so that work does not need to be recreated. With the boards approval Secretary Dauner will speak with Hannigan Law Firm to request they correspond with Delaware Engineering requiring submittal to the district of all relative documents needed. Secretary Dauner indicated that the budget is current money on hand from the bond as well as potential sale of properties. No referendum is planned at this time. The board agreed that the design must meet essential facility code requirements. Dennis Suraci inquired whether the district was looking at a 20,000 facility, current costs are \$400-500 per square foot. The position of the board is to use only money on hand or available for existing property. Secretary Dauner stated he will provide Mr. Suraci with a copy of RFP and will reply to Hueber Breuer's correspondence as well.

## **New Business:**

Commissioner J. Spinnenweber II:

1. Addressed letter from Department with nominations for District Chiefs'. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to appoint Clark Mains Chief, Mike Lange 1<sup>st</sup> Assistant Chief, Joe Mains 2<sup>nd</sup> Assistant Chief, and Frank White 3<sup>rd</sup> Assistant Chief. 5ok motion carried.**

Commissioner Sammons:

1. Commissioner Sammons stated he wished to discuss the mileage books. **A motion was made by Commissioner Sammons, 2<sup>nd</sup> Commissioner M. Spinnenweber to enter into executive session to discuss the financial, credit or employment history of a particular person or corporation. 5ok motion carried.**
2. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner M. Spinnenweber to exit Executive Session. 5ok motion carried.** Commissioner J. Spinnenweber II stated the board will review the mileage books of the chiefs' and will be addressed at the February meeting for approvals on payment. Commissioner Sammons stated the state auditor advised the district they need to review the mileage books. Chief Mains asked what is the problem with the books. He stated the Chiefs are putting their money out for gas in the meantime and he inquired whether there is starting and ending mileage in the books. The board stated this is their decision.

Commissioner M. Spinnenweber:

1. Commissioner M. Spinnenweber addressed the need for a refresher class on lifting with the increase in lifting assistance calls. Chief Mains stated that the ambulance has given a class, she asked that something be given for new members. Chief Mains stated a class will be given however members are covered under the Good Samaritan Law and Commissioner Boughton stated new members are on probation and trained. Commissioner M. Spinnenweber asked that a refresher class be given annually as the insurance company recommended it. Chief Mains and 2<sup>nd</sup> Assistant Chief Mains stated a class is in works.
2. Commissioner M. Spinnenweber inquired who had district information access. Secretary Dauner reviewed who has access to Chief /Secretary /Treasurer documents.

Commissioner J. Spinnenweber II:

1. Discussed social media presence for the fire district. He inquired what the pleasure of the board with regards to having someone handle the social media for the district. Commissioner M. Spinnenweber stated if the board did so it should not have the ability for comment. Commissioner Harris recommended a committee be formed to discuss off-line. Commissioner Boughton stated it is good to be transparent and a committee should be formed. Commissioner Sammons said there is not much to be put out there, the department posts the district's minutes and meeting notices on the department's web page. He stated if something is done the board has to be very careful who they have administer it and ensure it is non-biased.

Secretary Dauner:

1. Treasurer Trojak requested to attend Pinsky Conference at Turning Stone March 25-27<sup>th</sup>, 2025 and have lodging reimbursed. **A motion was made by Commissioner J. Spinnenweber II, 2<sup>nd</sup> Commissioner M. Spinnenweber authorizing Treasurer Trojak to attend Pinsky Law conference at Turning Stone March 25-27, 2025 and have lodging reimbursed. 5ok motion carried.**
2. Cooper Arias will be completing the 1099's and W-2's for 2024 for an additional fee as I the past.
3. The district's annual audit with Cooper Arias will be on Saturday March 1<sup>st</sup> at 9:00am. Treasurer and Secretary will be in attendance. Treasurer Trojak has asked that Chief and a Commissioner be available by phone if there are questions.

#### **Permission for Headquarters Hall Usage:**

- George Banks has requested to use Headquarters Hall on March 29<sup>th</sup>. There will be no alcohol. No objection from the board and Commissioner M. Spinnenweber will advise him.

#### **Chief's Report:**

1. Previous standing approval had been made for officer gift not to exceed \$50 at banquet and top ten responder gift not to exceed \$100. Chief ordered the items and wanted to make sure board still had no objection – board was ok with purchase.
2. Chief addressed children's bikes and scooters left in parking lot and firehouse grounds. He stated they can be run over by a member with their vehicle and can cause damage. He asked that someone speak with tenants of adjacent properties asking kids not leave their items on district property. Commissioner J. Spinnenweber II will speak with landlord.
3. Addressed janitor cleaning of buildings. He stated the Chief's office has not been swept along with other issues. Chief stated bays are cleaned by members however the custodian is supposed to clean other areas. Commissioner M. Spinnenweber addressed custodial duties and Secretary stated he will forward job description to commissioners.
4. Chief addressed communication between the board and the Chief. He feels he does a good job of communicating however it doesn't get reciprocated. He addressed two issues – accident involving Erichsen's and 4812 being parked outside. He stated had he been contacted regarding the accident with Rescue 1, he could have addressed what had happened as some people did not have the entire story and it was blown out of proportion. The board appoints him the Chief to address matters and then he comes to the board if he feels a matter needs to be addressed with Commissioners he will bring to their attention. Regarding 4812, he was routinely starting the vehicle. If someone had called him about it, he could clarify and he stated he should have been at least consulted as he came the next morning after it was authorized the Assistant Chief to take and Chief stated he knew nothing about it. Chief stated he is supposed to be doing day to day duties and he was not made aware. Commissioner J. Spinnenweber II stated he hoped that 2025 would be better communication on all parts which Chief agreed and said everyone has to work together.

**From the Floor:**

Joe Mains:

- Last year the board approved bins for storage of gear. He is asking permission to spend up to \$200 for bins to store radios and pagers. **A motion was made by Commissioner Boughton, 2<sup>nd</sup> Commissioner Sammons to spend up to \$200 on storage bins for equipment. 5ok motion carried.**
- Inquired whether he could have a list of contact number /emails for commissioners and Chiefs. Secretary Dauner will update and send out to everyone.

Mike Lange:

1. Asked the board whether equipment can be pulled from members who haven't participated at calls within the past year – no objection from the board.

Motion to adjourn made at 20:51 by Commissioner Boughton, 2nd by Commissioner Sammons.  
5ok Motion Carried.

Respectfully Submitted,

Mike Dauner  
District Secretary

Attachments:

1. Department Correspondence on Chief Nominations
2. 2024 LOSAP Tabulation Report
3. RFP Legal Notice
4. Liability Insurance MKL Masonry
5. 2024 Sexual Harassment Training List
6. 2024 Physical List /Raul Blanco Physical Letter
7. Correspondence Wendy Trojak – Training Class