

*Montauk Fire District  
August 13, 2019*

*MINUTES*

*Commissioners Regular Meeting 19:00 hours*

***Commissioners Present:*** Joseph Dryer  
Richard Schoen  
Michael Mirras  
Richard Monahan  
James Wright

***Also Present:*** 2<sup>nd</sup> Asst. Chief Scott Snow and Secretary/Treasurer Dawn Lucas

**Call Meeting to Order:**

Chairman Dryer called the meeting to order at 19:00 hours asking everyone to stand for the Pledge of Allegiance.

**Secretary's Report:**

***Approval of Minutes:*** Chairman Dryer motioned to approve the minutes of the July 24, 2019 Commissioner's Workshop Meeting, seconded by Commissioner Wright; motioned/passed/carried.

***Time Off Request:*** Brent Becker requested to use four vacation days 8/15, 8/16, 8/17 and 8/20. Commissioner Monahan motioned to approve, seconded by Commissioner Wright; motioned/passed/carried.

***Purchase Requisitions:***

- A purchase requisition for medical supplies from EMP totaling \$796.16, Commissioner Monahan motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for medical supplies from Boundtree totaling \$799.11, Commissioner Monahan motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for medical supplies from EMP totaling \$821.61, Commissioner Monahan motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for medical supplies from EMP totaling \$804.52, Commissioner Monahan motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for medical supplies from EMP totaling \$825.43, Commissioner Monahan motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for medical supplies from EMP totaling \$1059.98, Commissioner Monahan motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.

***Treasurers Report:*** Commissioner Mirras checked to make sure checks were written properly, went over bank reconciliations everything was found to be in order. Chairman Dryer motioned to approve, seconded by Commissioner Schoen; motioned/passed/carried.

***Audit of Bills:*** Ms. Lucas presented the bills to be paid totaling \$36,959.62 (see attached journal), Commissioner Mirras motioned to approve payment of the bills, seconded by Commissioner Wright; motioned/passed/carried.

**Committee Reports:**

***Apparatus and Equipment:***

- Some minor parts are on order, everything else is good.
- 9-3-80 status on repair- waiting on adjuster to send pictures to insurance company.
- Status on new Ambulance- went over changes with committee, no additional charges. Possible delivery in November. Commissioner Schoen asked if a 30 day window will be given so we can advertise properly to sell 9-3-18, according to Commissioner Monahan it will. A question arose about a backup camera, there is already a 360 degree camera as part of the specs.

***Buildings & Grounds:***

- Air conditioning project should be starting toward the end of this week.
- Fidele Construction will be here tomorrow to fix the issue with the substation, they will clean the mold off though let it air out and then come back to re-paint. In regards to the outside issue, they will excavate by hand as per John Tanzi's instruction approximately 6"-8" down so the water does not permeate through.
- Chairman Dryer discussed the escape hatch which allows for heat to escape for the walk in refrigerator and freezer. In the summer months it should be vented and kept closed during winter months. Commissioner Wright will discuss with Intricate Tech Solutions and Brent.
- When is the La France being removed from back garage. Chief Valcich will be taking care of this.
- Chief Snow discussed enhancing the appearance of the center island, remove weeds and simple planting. Commissioner Wright will discuss with Brent and Hoyt Property Care.
- **House report-** All looks good. Ms. Lucas read an e-mail from Michael Jacoby at Laedral, thanking us for the use of the firehouse for the Building High Performance Resuscitation Teams program (e-mail is attached). In appreciation they are giving us Mini Anne Plus (bag with 10 manikins) (over \$500 worth).

***Capital Reserve:***

- Commissioner Schoen read two capital reserve balances.

***Communications:***

- Ms. Lucas informed us Eddie Schnell will be installing the antenna within the next 2 weeks, he will need the Tower Ladder.
- Commissioner Mirras discussed the radio situation at last meeting and found out there is no indication of when we will receive the radios. Commissioner Mirras would like reach out to the person in charge of this project first and then if need be attend a town board meeting to inform the public of the situation.
- The FAA did not approve the extra 300ft for the antenna here at the dump in Montauk, new designs need to be made and anticipate next July 4<sup>th</sup> to be up. Chairman Dryer stated we need to go to a town board meeting to put some pressure on the Town to rectify this situation. Commissioner Mirras stated they are working on it but maybe we need to find out if it's even possible for them to work faster on this. Chairman Dryer will discuss the frustration with Eddie Schnell and see if there is anything we can do to speed up the process.

***Fire Advisory:***

- No meeting

***Insurance & Law:***

- There is one claim in right now for 9-3-80.
- As noted in the Counsellor, Workplace Violence Prevention Policy will be typed up so it can be voted on at next meeting.

***Personnel:***

- Commissioner Mirras spoke with 2 individuals about the breakdown in chain of command and lines of communication.
- Commissioner Schoen discussed emergency purchases, “In the event that a situation occurs where an emergency expenditure of District funds is necessary and an emergency District Meeting is not possible, it shall be required that all 5 Commissioner's render their approval of the expenditure of said funds.” No Commissioner should ever be put in a situation with a member of the Fire Department seeking a request. Everything must come through the Chief's office. A member may present to the board with the Chief's permission and with a chief present. Commissioner Mirras motioned to approve, seconded by Chairman Dryer; motioned/passed/carried.

***Safety:***

- No issues at this time.

***Training:***

- Chief organized a training on solar panels and lithium batteries in October.
- Chief is looking into doing the Brush Truck training again for 2020, it was big hit.

***Old Business:***

- Antenna- already discussed
- Cancer Prevention-Commercial Grade Washer/Dryer- tabled till next meeting

***New Business:***

- A purchase requisition for 2 portable AC units from PC Richards was presented, totaling \$859.98, Commissioner Mirras motioned to approve, seconded by Commissioner Schoen4; motioned/passed/carried.
- Commissioner Schoen motioned to approve reimbursement for the purchase of a dehumidifier to Dick White, seconded by Chairman Dryer; motioned/passed/carried.
- Commissioner Mirras mentioned anytime a new piece of equipment is delivered to the District, a Commissioner should inspect it since we are paying for it. He was available at the time and inspected the new 9-3-9. Commissioner Mirras informed all board members as an EVOC instructor the only person qualified to operate this vehicle is Steve Margraf and he is the one that has to check out any new drivers because of the overheating and driving issue. He will inform the Chief's of the same. The truck will not be put into service until at least the overheating issue is resolved. They both went over the truck and found some discrepancies, they are as follows;
  - 1/ front end sloppy over 40mph, needs alignment on new tires, adjust tire pressure,
  - 2/ pump needs re-circulation line added to keep pump from overheating- CRITICAL
  - 3/ addition of pump pressure gauge inside cab.
  - 4/ addition of mounted throttle inside cab.
  - 5/ Siren speaker inoperative- under warranty, which will get fixed.
  - 6/ lft/frt tire- gash in sidewall
  - 7/ refilled truck weight moved to front axle, light over rear axle.
- Discussed 2018 Audit Report from independent auditors, Cullen & Danowski, everything looks good, most comments from last year were corrected and a couple of notations to correct for this year. Anytime we spend money out of a Reserve account a permissive referendum must be

made first. After reviewing the report, Commissioner Mirras is trying to adjust the budget so we do not have to use the fund balance.

- Commissioner Mirras discussed budget and explained tax cap. We will discuss further at next meeting so we can approve budget and bring to AARP.

**Chiefs Report:**

- As per Chief Snow, we have two new potential EMT candidates that have started the application process and will be read at their October meeting, Charles McLean, Jr and Carolyn Blackmar.
  - Helen Turnbull has passed her EMT Test.
  - 9-3-9 is here in back garage, will need some suction hoses, high pressure hoses, wildfire nozzles to name a few items. Steve Margraf is checking over the truck to see what else might be needed.
  - The Chief is asking what is proof of residency? Commissioner Schoen will ask our attorney the for the answer since none of us really know.
1. Is Charlie Grimes a member? No he is not a member, he is covered under insurance and we are allowing him to drive the ambulance and other vehicles per the Chief's discretion.
- Emergency Preparedness- Chief Snow went to the Town Chief's meeting where protocols were discussed as well as numbers, time-frames, when to evacuate and how communications will work. The Town does have the proper procedures if an emergency arises and we should not interfere with that but the efforts after is where they fall short. That is where we will need to rely on our own committee with the help of Edna Stack to help people that might need assistance. In order to get properly compensated, we will need to have the understanding of governmental procedures and the ICS-300 course which helps provide an in-depth focus on effectively managing emergency incidents, with an emphasis of accurate record keeping so we can get reimbursed.
  - A purchase requisition for pagers, chargers, batteries from Integrated Wireless was presented totaling \$\$4,267.50, Commissioner Mirras motioned to approve, seconded by Commissioner Schoen; motioned/passed/carried.
  - A purchase requisition for Turn Out Gear for Thom Fleming from Fire End & Crocker was presented totaling \$2,080.20, Chairman Dryer motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
  - The fire call the other morning went great, it was out within 15 minutes and the Fire Marshall gave us a good report.
  - Commissioner Schoen wants to remind the Chiefs of physicals, a lot of members are still outstanding.

**Open to the Floor:**

Captain Dustin Lightcap discussed Reeves stretchers, he is stating he needs 2, one as a back up in case one broke for the ambulances and the other would be for the Marine Patrol vehicle. The thought is it would aid in beach calls for the season. Mitch Savino from Marine Patrol would be in charge and this would be considered a loner program for right now. A purchase requisition for Reeves Stretchers from EMP totaling \$1059.98 is being requested, Commissioner Mirras motioned to approve, seconded by Commissioner Schoen; motioned/passed/carried.

On another note, Captain Lightcap is requesting the Power Load Stretcher from Stryker, most of the ambulance companies out here have that one. He is not sure if they are on state bid, Ms. Lucas will call Sandy, our account rep to discuss. The cost is about \$46,000.00 a piece.

Captain Lightcap also discussed the Vital sign conference in Buffalo, NY, right now we have 4 people that would like to attend, the cost is approximately \$6-6,500. The Commissioner agree we need all the pertinent information so we can get final numbers together.

Ms. Lucas asked how salaries are determined in regards to the budget process, she thought her salary would be more considering she goes above and beyond in her job performance and responsibilities. Commissioner Mirras explained various factors are taken into account. The board after discussing in executive session will let her know the outcome at the next meeting.

Commissioner Schoen motioned to go into Executive session for Personal @ 20:55 hours, seconded by Chairman Dryer, motioned/passed/carried.

Chairman Dryer motioned to go back into Regular session @ 21:07 hours, seconded by Commissioner Mirras; motioned/passed/carried.

Commissioner Schoen motioned to adjourn meeting @ 21:08 hours, seconded by Chairman Dryer; motioned/passed/carried.

**Adjourned 21:08 hours**