

**Montauk Fire District
September 14, 2021
Commissioners Regular Meeting 18:30 hours**

MINUTES

Commissioners Present: Joseph Dryer
James Wright
Richard Schoen
William Pitts
John Mark

Also Present: 1st Asst. Chief Scott Snow, Secretary/Treasurer Dawn E. Lucas, Charlie Grimes and Charlie Morici

Call Meeting to Order:

Chairman Dryer called the meeting to order at 18:30 hours asking everyone to stand for the Pledge of Allegiance and a moment of silence.

Secretary's Report:

Approval of Minutes: Ms. Lucas fixed a grammatical error under the Chief's report. Commissioner Wright motioned to approve the minutes of the August 25, 2021 Workshop Meeting, seconded by Chairman Dryer; motioned/passed/carried.

Purchase Requisitions:

- A purchase requisition for Boundtree for medical supplies totaling \$1,191.60, Chairman Dryer motioned to approve, seconded by Commissioner Schoen; motioned/passed/carried.
- A purchase requisition for EMP for medical supplies totaling \$895.69 Commissioner Schoen motioned to approve, seconded by Commissioner Mark; motioned/passed/carried.
- A purchase requisition for Boundtree for medical supplies totaling \$537.18 Chairman Dryer motioned to approve, seconded by Commissioner Schoen; motioned/passed/carried
- A purchase requisition for EMP for medical supplies totaling \$466.65 Commissioner Schoen motioned to approve, seconded by Commissioner Pitts; motioned/passed/carried.
- A purchase requisition for EMP for medical supplies totaling \$931.48 Commissioner Schoen motioned to approve, seconded by Commissioner Wright; motioned/passed/carried.

Building Use Request:

- Jon Forsberg is requesting use of the meeting room for the Annual Blood Drive Event, 9/21/21. Chairman Dryer motioned to approve, seconded by Commissioner Schoen; motioned/passed/carried. Discussion arose to move Blood Drive downstairs, Commissioner Pitts motioned to approve, seconded by Commissioner Schoen, motioned/passed/carried.

Time off Requests:

- Rex Martin is requesting to use 5 vacation days starting 09/30/21 thru 10/04/21 and hours remaining have been filled out. Chairman Dryer motioned to approve, seconded by Commissioner Mark;, motioned/passed/carried.

Treasurer's report: Commissioner Mark would like to table to next meeting just received them. Tabled till next meeting.

Audit of Bills: Ms. Lucas presented the invoices for payment totaling, \$33,475.26 A discussion arose by Commissioner Mark regarding the purchase of chairs on the credit card. He questioned why the purchase order was not signed. To his knowledge if there is one it should be signed. Ms Lucas explained the prior approval constitutes signage. Commissioner Mark also questioned if we got multiple bids for the chairs. Commissioner Schoen explained if he is not mistaken there were multiple options for chairs and the board picked the less expensive and more comparable ones to what we have now. Also anything under \$2,000 does not require multiple quotes.

Committee Reports:

Apparatus and Equipment:

- Commissioner Pitts explained there are several things that need addressing on the new 9-3-30 and the old 9-3-30. Brent is aware of all this and reached out to John at Fully Involved to explain, he will be by either Monday or Tuesday of next week.
- Brent received the decals for 9-3-80 and 9-3-81. He will see if it needs to go out to bid or if he can do it himself.
- Commissioner Pitts asked if the gas meter came in, for 9-3-81 Ms. Lucas said YES it came in at last meeting, but waiting on charger. Chief Snow suggested charging it in a Chief's car, should only take a couple of hours. Commissioner Pitts will make Brent aware.
- 9-3-7 a new air compressor was installed but still issues. Brent troubleshooted and found a break off point it needs to be set at and adjusted.
- Commissioner Schoen questioned the step on 9-3-14, when is it getting repaired or replaced, it does not come down at all. Commissioner Pitts will look into.
- Commissioner Schoen questioned why the new District P/U truck is not in the back garage, he feels it belongs there. Not sure why one of the bays can't be cleared out for it, there is plenty of room upstairs if need be. Commissioner Pitts stated that area is used for projects being worked on and the Chief does not want to move the other vehicles. Commissioner Wright will discuss with Brent tomorrow.

Buildings & Grounds:

- Commissioner Wright is waiting on numbers from Tanzi regarding the steel for the garage doors, no response still.
- He also is waiting on numbers from Brent regarding the oil burner and possibly changing to gas.
- Commissioner Wright stated since the kitchen is being cleaned it would be a good idea to paint it now too. All Commissioners agreed.
- Commissioner Wright wants to get Eddie to clean the windows again, all Commissioner agreed so he will arrange for that to be done.
- HOUSE REPORT- looks good.

Capital Reserve:

- Commissioner Mark read the two account balances as of August 31, 2021 for the Apparatus and Equipment account and the Building Capital Reserve.

Communications:

- No report. Eddie Schnell needs soil sample report for antenna. Ms. Lucas will send to him.

Fire Advisory:

- No report

Insurance & Law:

- Commissioner Schoen mentioned we are required by law to hold our annual budget hearing the 3rd week of October. He suggested we move our workshop meeting to that date. Ms Lucas already did the paperwork for the 19th so lets keep the Budget Hearing to Tuesday October 19th 2021. All documents must be available 21 days prior to the Budget Hearing, it has to be posted 5 days prior to the public hearing, the public notice has to be sent to the town clerk 15 days prior so they can post on their website and bulletin board. Ms. Lucas is well aware of all pertinent information.
- Physical information- there are 6 weeks left for members to receive there physical and right now there are about 60 that still need them. If they are unable to get one, and get suspended, which hopefully they will not, there are about 15 of them that may not qualify for LOSAP. Commissioner Schoen would not like to see that happen.
- LOSAP qualifications- You must obtain 50 points and you can do so in various ways; You can go and achieve the sufficient amount of calls and receive 25 points. This year due to COVID the State has authorized the District to give 15 points. So all the members would need is 10 more points which can be achieved in various ways.
- Members that do not make LOSAP points could be a combination of not getting their physical and call volume.
- Remember if a member gets suspended they are unable to accumulate points.
- Ms. Lucas also wanted to make a point, all members need to realize the points that are printed at end of month from the program DO NOT INCLUDE The 15 POINTS FROM THE STATE.
- Also remember Ambulance members must make 10% of the call volume up to 500 call and then 7 ½ % after 500.
- Commissioner Wright brought up a good question, the District could adjust the month the physicals are due to November if we wanted, correct? Commissioner Schoen stated absolutely. We can revisit this in another month and see where we are.
- Commissioner Wright also brought up FIT tests and the cancer insurance. What is going on with that. In order to qualify for the insurance a member needed 5 years worth of FIT tests, which do not need to be consecutive.
- Commissioner Schoen informed us that the paperwork for the insurance renewal was finalized after double checking with Ed Michael's of the Town of East Hampton Marine Patrol and discussing some items that needed clarification. He was very helpful and we took some boats off policy and added one, will not know the difference in cost until the actual renewal numbers come in. Good rule of thumb increase costs by 10%.

Personal:

- No report at this time.

Safety:

- No report at this time.

Training:

- Probie training started tonight with Steve Sizse and will continue every Tuesday and Thursday's for the next 3 months, then they will go to Wainscot to get the SCBA's under control, take their tests and then their CPR and Hazmat training, then they get signed up for the Yaphank
- Heavy Rescue training on Wednesday's. Ms. Lucas informed the District and the Chief that the Town of East Hampton adopted a resolution to donate cars to the Montauk Fire Department for training purposes, all titles were included also. Thank you to Ms. Valcich for helping to secure the vehicles and thank you to the Town for the donations.
- 2 Drills in Yaphank which are live burns October 25th and November 15th
- Does Steve Sizse work with the probies alone asked Chairman Dryer? As per Chief Snow, he has a training crew that consists of Eddie Schnell, Brian O'Conner, Jeanine Miedzwiecki and some others.

Old Business:

- ***Budget prep-*** Commissioner Mark explained he did speak with ex-Commissioner Mirras regarding salaries and pension, no numbers yet but should be complete in a day or two. Commissioner Schoen asked if the numbers were adjusted from what was previously discussed and Ms. Lucas explained they were with the completion of the 310 account with Commissioner Pitts. Ms. Lucas also plugged in the numbers to the state website to determine the real property taxes we can levy from the Town. She calculated it out with the formula from the State. Commissioner Wright discussed salaries, there is no reason why we can't talk about our employees salaries now, all Commissioners agreed. Another thing we have to consider is the Appropriated Fund, we never agreed on an amount for each line. Commissioner Schoen suggested the same as last year which will help with MSA Packs. Commissioner Schoen also noted he has scheduled time to meet with Mark from Firematic to discuss MSA Packs to get a basis for discussion. Then we can have a meeting with the Chief, the Commissioners and Mark to determine exactly what is needed. Discussion arose to go into executive session for personnel. Commissioner Pitts motioned to approve salary increases for Walter to \$34.00 per hour and the rest of the Paid ALS Responders 5%, seconded by Commissioner Wright; motioned/passed/carried. Also Commissioner Pitts motioned to increase our 3 paid employees salaries by 3%, seconded by Commissioner Wright; motioned/passed/carried. The only other thing we have to agree upon is what are we putting into the appropriated funds. All Commissioners agree to the same as last year and all Commissioner's are in agreement with Commissioner Pitts numbers for the Apparatus's Service and Repair account.
- ***Operating Procedures 9-3-81-*** Chairman Dryer explained to Chief Snow this was supposed to be done 2-3 meeting ago with Chief Glogg and we still do not have anything. Just so everyone is clear until we get input the original policy that was approved is still in effect. The District is amending the current policy to include, under the Shifts and Sign Up Portion; Members will utilize the When to Work Program for scheduling assigned shifts. Commissioner Pitts motioned to include the when to work program in the current operational guidelines for 9-3-81, seconded by Chairman Dryer, motioned/passed/carried.
- Chairman Dryer made it clear to Chief Snow that everyone needs to be aware because after this experiment is over we are going to use the Program to analyze the data to see if it is working in our favor or not. Some questions arose about keeping a log book also. Commissioner Mark explained he has not documented anything in a log book, but has signed in with dispatch when using vehicle and now has been using the When to Work program. Commissioner Schoen just

thinks its important to see who has used it or not each week. Ms. Lucas will keep a folder of usage by the week for reporting purposes.

- Commissioner Wright was wondering if the Van has a book with documentation of who took it out, mileage, etc. There is no log book but anyone that wants to use it signs up with Ms. Lucas and its documented in a book and on the calendar hanging by her office. Ms. Lucas will get a log book for van with instructions for documentation.
- Commissioner Pitts was curious who has been doing the EVOC on 9-3-81 and the ambulance? Everyone thought it was Mike and Chip and sometime Charlie Grimes. Chairman Dryer asked Charlie if he has done the course with anyone, he said no one has asked him. He also stated when being EVOC'd in the past they took a run to the hospital without a patient pointing out any problems at intersections while en route, like how to proceed through intersections, lights,etc., also an EVOC instructor on at least 1 call should be going on run with the member critiquing and making suggestions along the way. Chairman Dryer asked Chief Snow to implement that in the EVOCing of members. Commissioner Pitts made a suggestion with EVOCing to use the District Van to show the member the proper way to proceed through intersections, the route to the hospital, etc.
- Commissioner Wright suggested since we are amending the 9-3-81 Operational Guidelines do we want to allow the 9-3-81 vehicle and personal to proceed out of town to Amagansett when requested for mutual aid? A discussion arose and Commissioner Wright will put something together and we will discuss next meeting.

New Business:

- When to Work Application- previously discussed.
- Possible Closure of Firehouse- Commissioner Pitts suggested we close the firehouse for a couple of months due to the increase in cases and East Hampton Town Board went back to Zoom meetings. Commissioner Schoen disagrees, there is no reason to shut it down the Governor opened the whole state. He did suggest we could have people who are not vaccinated wear masks while in the department. Ms. Lucas asked if we could lock the doors and have the members use their key and she will unlock for organizations who already have prior authorization.
- A question arose that might be good for the next Counsellor and it was mentioned by our government that people in the medical field must be vaccinated or not work. Can we tell people that and what about people coming into the firehouse do they have to be vaccinated? Some Commissioners say don't think that is possible. Something to question lawyer about.

Chiefs Report:

- Ms. Lucas followed up with the request for flu shots for the department. At this time the doctors office does not have them, they will let us know when available.
- Father wanted to do a Blessing of the Trucks, it was last minute so the Chief texted the Captains to have drivers showed up in Class A's with the trucks for a blessing which turned into a mass.
- No Big Bucks, No department dinner, No pancake breakfast.
- Fire Prevention to be determined
- Senior Dinner to be determined but could be like last year where the department delivered the dinners.
- East Hampton is having their Centennial parade and Montauk will be there in some capacity.

- 9-3-81 car was represented in the East Hampton Star, picture by Chief Snow, it was also mentioned in the East Hampton Press and 27 East, also on Patch too. A little info about the donation and how it saved a life.

Commissioner Mark motioned to go into Executive Session at 20:02 regarding Personal, seconded by Chairman Dryer; motioned/passed/carried.

Commissioner Wright motioned to go back into Regular Session at 20:34, seconded by Chairman Dryer; motioned/passed/carried.

Commissioner Wright motioned to adjourn @ 20:42 hours, seconded by Commissioner Schoen; motioned/passed/carried.

Adjourned 20:42 hours