

***Montauk Fire District***

***July 26, 2023***

***Commissioners Workshop Meeting 18:30 hours***

***MINUTES***

***Commissioners Present:*** Richard Schoen  
James Wright  
Charles “Chip” McLean  
Thomas Dess

***Also Present:*** Chief Kenneth Glogg, 1<sup>st</sup> Asst. Chief Peter Joyce, Jr., and Secretary-Treasurer Dawn E Lucas.

***Call Meeting to Order:***

Chairman Schoen called the meeting to order at 18:30 hours and asked everyone to stand for the pledge of allegiance and a moment of silence.

***Secretary's Report:***

***Approval of Minutes:*** Commissioner Dess motioned to approve the minutes of the July 11, 2023 Regular Meeting with said corrections, seconded by Chairman Schoen, seconded by Commissioner McLean; motioned/passed/carried.

***Purchase Requisitions:***

- A purchase requisition for Boundtree for medical supplies totaling \$574.59, Commissioner Dess motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.
- A purchase requisition for EMP for medical supplies totaling \$224.43, Commissioner Dess motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.
- A purchase requisition for Amazon for 2 tablets totaling \$1,419.88. Commissioner Dess stated we need to get more information, 4 tablets in a month is a bit much. Chairman Schoen also noted that Chris Boccabella is submitting the requests because he realizes they are broken, the people that are breaking them should be writing up the report. There is no information in the equipment book about broken or damaged tablets as per Commissioner Dess. Chief Glogg said he will talk to the captain, Ellen Cook and find out what is happening. Commissioner McLean stated as of the last meeting he was asked to make an insurance claim for the two broken tablets and asked Chris Boccabella for a brief statement of what happened. He was told by a number of Commissioner's that no statement was necessary. Commissioner McLean then explained he is the guy that deals with the insurance company and would like a statement. As of today's date he still has not received a statement from him. Also Commissioner McLean

found out that our district Secretary-Treasurer has diligently contacted our insurance company to start the claim process. Chairman Schoen explained how the tablets got broken is not Chris's responsibility, it's the responsibility of the people who use them and broke them. They need to file the report. We are lucky that Chris took note that they were broken and ordered replacements for them because nobody filed a complaint or report that they were broken. Commissioner McLean noted it is something that he would expect him to do, Chris does have a duty and responsibility to this board, as opposed to three Commissioner's stating a report is not necessary from him. Commissioner McLean noted that someone must have went to him about the tablets and anyone's reaction would have been what happened? That could give us an avenue for retraining of our personnel about damages to equipment that are in need of replacement a report must be made. Commissioner Dess stated 1 machine was noted in the book and he is not sure where Commissioner McLean is going with the statement that three Commissioner's told Chris that a statement was unnecessary. Commissioner McLean stated Chris Boccabella told him he was confused by communication because Commissioner Dess, Commissioner Wright and Chairman Schoen told him he didn't have to make a report. He also said Secretary-Treasurer Ms. Lucas said he doesn't have to write a report. Commissioner Wright did tell Chris it was not his job to be your investigator and agrees with that statement and will stand by it. They were broken by members, he doesn't know anything about it, not sure what kind of information you want from him. Chief Glogg said again he will contact Ellen Cook and find out the answer, not sure why we keep going on about this. He will tell Ellen if anything gets damaged or broken it goes in the book and to notify Commissioner Dess if it's equipment. He will speak with Ellen and let the Chairman know his findings. The board thanked Chief Glogg. Chairman Schoen went back to original request for 2 new tablets, Commissioner Wright motioned to accept, seconded by Commissioner Dess, Commissioner McLean wanted a discussion about. He mentioned there are more robust workbooks being used by other agencies which can take more of a beating and are utilized on job sites. Commissioner Wright asked about cost, Commissioner McLean said they are more expensive than the ones we have now but does not have a cost on them at this time. Chief Glogg will tell Ellen about this information too. Commissioner Wright motioned to order one tablet, seconded by Commissioner Dess; motioned/passed/carried.

***Building Use Request-*** Ms. Lucas presented a building use request for the Town of East Hampton for the Camp Hero community meeting August 9<sup>th</sup> from 5pm- 7pm. This meeting has to do with upgrading the sanitary system. Sponsor is Rick White. Commissioner Dess motioned to approve, seconded by Commissioner Wright; motioned/passed/carried. Ms. Lucas will inform them of AC problem.

- Beachcomber is requesting use of the meeting room for their board of directors meeting on November 4<sup>th</sup> from 9am – 12pm. The district did received a \$150.00 check. Commissioner Dess motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.

#### **Audit of the Bills:**

***Treasure's Report:*** Commissioner Mark not present.

***Bills:*** Ms. Lucas presented bills for payment, totaling \$48,060.53. Commissioner Wright motioned to approve bills for payment, seconded by Commissioner Dess; motioned/passed/carried. Chairman

Schoen did note the cost of bunker gear has gone up, he will do an evaluation on the cost to take in new membership.

**Workshop Topics**

**Revised Sexual Harassment Policy-** Chairman Schoen asked if everyone read the policy. All did and went around table as follows;

Commissioner Wright- yes

Commissioner Dess- yes

Commissioner Mark- not present

Commissioner McLean- yes

Chairman Schoen- yes

As of July 26, 2023 the revised Sexual Harassment Policy has been approved.

**Revised EEO Policy-** Chairman Schoen asked if everyone read the policy. All did and went around table as follows;

Commissioner Wright- yes

Commissioner Dess- yes

Commissioner Mark- not present

Commissioner McLean- yes

Chairman Schoen- yes

As of July 26, 2023 the revised Sexual Harassment Policy has been approved.

**Mutual Aid Agreement-** Chairman Schoen noted it has been kicking around for months now. Nothing has changed, but Montauk will be responding to mutual aids like we have done in the past. The biggest issue is what is East Hampton doing? Commissioner Wright noted the Mayor stated they will respond but just doesn't want their paid personnel to leave district, their volunteers are still doing what they always have done. Commissioner Dess and Wright is good, but Commissioner McLean asked to table it to find out information from Commissioner Mark regarding the committee that was formed for it. Chairman Schoen noted that Commissioner Mark hasn't been at the last 3 meetings and we have no information from him regarding the committee that was formed. Chairman Schoen said if we want to table it, he has no problem with that, also Ms. Lucas did find out the next District Officer's meeting is in September. Chief Glogg noted he looked it over and it's basically similar to the agreement he worked on over 15 years ago. He noted to reinvent the wheel is crazy. Commissioner Wright noted we are not changing anything that we do. Also Ms. Lucas will explain we are taking everything under advisement and will get back to them after our next meeting.

**Tree Care Proposal-** Commissioner Wright noted he put together a proposal of what we want done so we can put out to bid. This is what he included;

- Bi- Annual deep root fertilizer
- monitoring for parasites and disease
- one time creation of 4 foot beds around trees with mulch, then yearly spring maintenance of beds
- yearly pruning
- then noted tree by tree what is needed
- remove dead wood on property and trim back where touching building

- No tick treatment, our pest control company would be better for this.
- Commissioner Wright would like to put this work out to bid. Chief Joyce mentioned now is not the time to do this work but maybe October would be better. He said the majority of this stuff should be done when dormant. Ideally in September, October or November would be the right time. If they are a true arborist, they will tell you it's not the time to do this work. Commissioner Wright noted that we want them to have eyes on the property though. Chief Joyce mentioned maybe have a meeting with whoever wins bid to discuss options of when to start certain work. Chairman Schoen suggested we put tree proposal bid in paper for a bid opening September 12, 2023. Commissioner McLean motioned to approve, seconded by Commissioner Wright; motioned/passed/carried.

**Budget Prep-** Everyone should have an updated report as of 7/20/23 . Chairman Schoen proposes we start the next meeting at 6pm so we can start doing budgetary work, he would like the input of all the board members. No one seems to have an issue with starting at 6pm. Ms. Lucas will notify the paper and put on website change of meeting time.

Commissioner Dess just wanted to know if we received the revised invoice from Malvese. Ms. Lucas confirmed we did and signed copy was returned with PO for both the Kubota and skid pack. Cost did come down a bit.

**Chief's Report:**

- Chief Glogg presented a purchase requisition for 5 more rescue sticks, 1 for 9-3-12, 1 for the rescue truck, and 3 for the chief's cars and 8 recharge units, totally \$1,516.07. Commissioner Wright motioned to approved, seconded by Commissioner Dess; motioned/passed/carried.
- Chief Glogg is requesting 3- CO meters like the one the chief's have in their cars, they are MSA meters. A discussion arose about styles of meters that are being ordered. Ms. Lucas stated she orders what is requested on the purchase requisition and quote that is attached. In the future the Chief will specify on purchase requisitions the manufacturer and model number. Chief Joyce would like to make sure that the new meter will fit in the current charger he has in 9-3-31. Ms Lucas will verify before she places the order. Commissioner Wright motioned to approved, seconded by Commissioner Dess; motioned/passed/carried.
- Turnout gear is needed for 4-5 more members as per Chief Glogg. Chairman Schoen stated they need to be measured and a purchase requisition submitted. Chief Glogg said John is coming out this week or next and then will submit a requisition for 5 sets of bunker gear. Chairman Schoen asked about the 5 sets of gear, are they for new members or replacement gear. He stated they are for new members. Chief Glogg did speak to all the Captains and lieutenants about anyone needing replacement pants or jackets to notify the Chief's and as of today's date no one has come forward. Commissioner Dess asked didn't Chief McDonald make a list of all gear that needs replacing. Yes he did but that was done by date of manufacturer and we know that it's based on necessary replacement as per Chairman Schoen. Chief Joyce mentioned anyone that has said they are in need of replacement, Chief McDonald has laid his eyes on it to make sure.
- Chief Glogg mentioned last week he went through garage with Brent and would like to meet with Chairman Schoen to follow up and see where we are at. Chairman Schoen is not sure what happened on Saturday but remember the town is going to be going out to bid on the pool project, we need to get our trailers out of there.

- Chief Glogg mentioned that there is water coming in the back garage where the tires are and where the elevator should be, looks like it's by both stairwells. Chief Joyce suggested some investigative work before going the costly route.
- Chief Glogg has some pagers in need of repair. Ms. Lucas will send back and find out what the problem is.
- Chairman Schoen asked the chiefs do you see us having enough members in the future? Meaning if someone wanted to join and we were at capacity, putting people on wait lists. He's asking because we are sufficiently staffed. Chief Glogg's response was I don't think so. Chief Joyce mentioned that if we were to approach that cap, we would address anyone that they feel is not pulling their weight and create room if need be.
- Chief Glogg just wanted to clarify the walk-in status and let Chief Joyce know, Commissioner Dess explained everything was moved and cleaned and it is supposed to be fixed tomorrow. Chief Joyce did mention nothing new is going to be ordered until it's fixed. Commissioner Dess did mention there was product on the shelves in the afternoon, came back later that night and nothing was there. Chief said it went to the softball game. He said for the future to just go and get what they need and return any leftovers to the fridge in the game room not the walk-in.

Commissioner Dess motioned to adjourn meeting @ 19:34 hrs, seconded by Commissioner Wright; motioned/passed/carried.