

**Montauk Fire District**  
**April 9, 2024**  
**Commissioners Regular 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., 2<sup>nd</sup> Asst. Chief John McDonald and Secretary-Treasurer Dawn E. Lucas.

**Call Meeting to Order:**

Chairman Schoen called the Regular Commissioner's Meeting to order at 18:30 hours and we all stood for the Pledge of Allegiance and a moment of silence.

**Secretary's Report:**

**Approval of Minutes:** Vice-Chairman Wright motioned to approve the minutes of the March 6, 2024 Regular Commissioner Meeting with said corrections, seconded by Commissioner Dess motioned/passed/carried.

**Purchase Requisitions:**

- A purchase requisition for Boundtree for medical supplies totaling \$2,230.79, Commissioner Dess motioned to approved, seconded by Commissioner McLean; motioned/passed/carried.
- A purchase requisition for Boundtree for medical supplies totaling \$5,498.11, Commissioner Dess motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.
- A purchase requisition for Amazon for medical supplies totaling \$54.00, Vice-Chairman Wright motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.

**Building Use Request:** Harbor Ridge would like to use the meeting room for their annual meeting on May 26, 2024 at 9am. Ms. Lucas noted they have done this previously and she did receive a check. Vice-Chairman Wright motioned to approve, seconded by Commissioner Dess; motioned/passed/carried. The Chamber of Commerce put a request in for the Food Manager's class that we do every year. The date is May 14, 2024 from 8am to 4:30pm. They did provide how to set up. Vice-Chairman Wright motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.

**Time of Request-** Brent is requesting five vacation days from 4/23- 4/27/24. Commissioner McLean motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.

***Audit of Bills:*** Ms. Lucas presented the invoices for payment totaling: \$94,998.78. Commissioner Dess motioned to approve payment of bills totaling \$94,998.78, seconded by Vice Chairman Wright; motioned/passed/carried. Ms. Lucas presented a few more bills that need to be paid. One for the overhead doors, one for health insurance and the other was for a pump that went bad, nothing to do with the boiler project. They all total \$11,620.34, Vice-Chairman Wright motioned to pay, seconded by Commissioner McLean; motioned/passed/carried.

**Committee Reports:**

***Apparatus:*** Commissioner McLean gave his report;

- 9-3-1- Performed nicely in a training drill.
- 9-3-14- Ladder maintenance is being scheduled within the next 7- 14 days and the pipe pole project will be looked into as well.
- Two mirrors were taken off when backing into facility, one from 9-3-80 car and the other from an ambulance. No insurance claim was filed since Brent was able to repair with the parts he had on hand.
- Inspection stickers for all apparatus's are now being affixed to the windshields. The removal of old ones might damage some paint.
- 9-3-5- has a leak, thinks it's a faulty drain valve. John from Fully Involved will look at when he comes. Chief Glogg noted Co.3 is still saying there is an issue with pressure. Commissioner McLean noted in his report previously that a rear axle valve was leaking and the compressor was not working. Rear valve was replaced and the compressor is on order. Chief just wants a heads up before John from Fully Involved comes so the Captain can explain what is going on. Commissioner McLean will inform the captain of Co.3 when he knows the date. It's not customary to have members talk with the mechanic. Chief Joyce noted Robert is an ex-chief, he will handle himself fine.
- 9-3-17- has a check engine light on due to glow plug issues. That will have to be brought up to Fully Involved's shop.
- Vice-Chairman Wright noted during the Pump Operations course the other night, 9-3-14 had some front lights out in the flashers. He also noted the shut off valves needs to be lubricated, they seem tight. There also seems to be a leak, lost half a tank of water. The main shut off seems to be leaking while the truck in running. Commissioner McLean will address with John from Fully Involved.

***Equipment:*** Commissioner Dess gave his report;

- The cutting saw went out for repair, it wasn't working.
- We are good with chainsaws, we have the two spares now.
- Waiting to hear about a tool box for the trailer for the Kubota. Chief Joyce thought we already had the packet from the captain of CO1 with regards to the tie downs, toolbox, etc..
- Truck checks are still missing for company 1 and 2. After looking through truck checks for CO3, noticed 9-3-3 and 9-3-7 are missing some items, one important item is a missing pack, if not found then we need to put a claim in for it. 9-3-14- is also missing items.
- Hose jumpers are still in back garage, you need to get them on a truck or something.

***Buildings & Grounds:*** Vice-Chairman Wright gave his report;

- Still waiting on Fidele to come back and fix the leak issue.
- As discussed earlier pump in back building was fixed.
- Boys have been busy, a lot going on as per House report.

- Tried getting a hold of John Tanzi for new plans for the kitchen.
- Camera System- feels it should be put out to bid, we seem to have a hard time getting responses. With technology consistently changing maybe the best bet is to have others bid on the project. The architect needs to be involved because of cost factor. The board wants Vice-Chairman Wright to contact John Tanzi to start the paperwork process for bidding the Camera project.
- House report was looked at.
- Ice machine installed and membership is happy it's full of ice.
- Chairman Schoen noted it's annoying to see we had to replace two more side mirrors because of people running into fixed buildings and parked cars. Suggestion was more training. Something definitely has to be done. One was written up, I ran into 9-3-80 because it was parked over the line. Chairman Schoen noted we do have a policy that if you get into an accident you can't drive until you take the EVOC course again. Chief Glogg stated he already spoke with Eddy Schnell to retrain the member that backed into 9-3-80. Do we have to threaten with policy stuff? The chief's will remind members to utilize others to help with backing vehicle back into the bay.

***Budget and Capital Reserves:***

- Chairman Schoen stated the Apparatus & Equipment Reserve account has \$2,228,867.44. The Building Reserve account has \$582,671.50. All of the \$2.2 million is accounted for at this point. Chairman Schoen also noted at the end of April we will be transferring over to a new account in NYCLASS roughly \$1.2 million. We will take the funds from our current account at the bank and transfer to NYCLASS to collect more interest.

***Insurance:***

- Commissioner McLean stated we had a claim put in against us by East Hampton Fire Department/Incorporated Village of East Hampton for damages to a chief's car while responding to a fire on Eastlake Drive. In route to the mutual aid call in Montauk, a green P/U truck pulled out in front of the chief while he had his lights, sirens and rumblers activated and in order to avoid a collision he swerved onto grass and hit a parking sign that caused damage to the front bumper, grill and hood of 9-1-30. After checking into, Commissioner McLean found it is part of the mutual aid municipal law section 209 which states the host agency has to pay for any damages incurred while responding to our aid. The damage cost is \$6,435.68. We gave the approval for the insurance company to pay the claim.

***Communications:***

- Commissioner Dess stated some pagers came back from repair.
- Active911, Ms. Lucas is still working with them to get all set up. In process of making spreadsheet to include name, phone#, phone carrier and email, also double checking about fire calls.

***Paid Personal:***

- Vice-Chairman Wright wants to discuss overtime. Chairman Schoen stated we will go into Executive Session at end of meeting to discuss.
- Monthly finger reader reports were given to each Commissioner.
- Vice-Chairman Wright noted Chris is very good about contacting him regarding shifts.

### **Department Personal:**

- Commissioner Mark not present

### **Law:**

- Chairman Schoen noted by end of the month we will be losing two Commissioner's. We can't do anything now because the positions are not vacant yet. Chairman asked Vice-Chairman Wright and Commissioner McLean who they might be considering. We do know Commissioner Dess is moving and Commissioner Mark sent an email noting he will submit his letter of resignation in person at the workshop meeting on April 24, 2024.

### **Old Business:**

- **Camera's-** This was discussed previously.
- **Ambulance-** Notice was put in paper for new ambulance. Chairman Schoen asked if anyone had any questions. He actually had one, what is a driver facing camera? Vice-Chairman Wright explained that most deliver companies, UPS, FEDEX, etc have them to make sure the driver is not distracted, on their phone, etc. Chairman Schoen asked if this is recorded. Chief Joyce said yes and it only comes into play when there is an accident, just like the black boxes in your vehicle that records speed. Commissioner McLean motioned to proceed with new ambulance, seconded by Vice-Chairman Wright; motioned/passed/carried.

### **New Business:**

- **Physicals-** Chairman Schoen was approached by one of the chief's, one of the members objected to the physical that was given at Meeting House Lane Medical in Montauk, and wanted to take a physical somewhere else. Chairman Schoen's answer was go ahead and you pay for it. Commissioner Dess asked what was their objection? The objection was the vision test. If they want to go to their personal doctor they can, we will pay what is contracted with the other doctors to perform department physical.
- **LOSAP Points-** It is a work in progress and will be finalized for next month.
- **Auditor's-** Chairman Schoen met with the auditor's and they are asking for items that are not available. Their managers think it should be, we can not produce what we do not have.
- **OSHA Regulations-** Chairman Schoen and Vice-Chairman Wright both sat in on a webinar about these regulations last week. Chairman Schoen noted we did receive four addresses to send a letter to regarding this. Vice-Chairman Wright feels we should send letters and also feels this could be the end of volunteer fire departments. It may take some time but it's coming. They don't want people over the age of 70 out in the road anymore, but that is age discrimination. They over reached the Fire Brigade. Yes, it's suppose to make the firefighters safer but it's all about the unions. Chairman Schoen noted in the last session he heard, they now want departments to have a personnel counselor on staff, fitness manager, medical officer overseeing fitness training and more. This all falls under the guidelines for safety, health, awareness and training and it will never satisfy everyone because it is so broad. This is all federal but the state is enforcing through PESH. This is nationwide but the local enforcement agency would be PESH.

### **Chiefs Report:**

- Chief Glogg is requesting a new computer for the chief's office because theirs just crashed. He asked Eddie Schnell to help get a quote for a new one. He used Dell and the cost is about \$1,900.00 which includes the tower and monitor. It's on state contract so we can probably get it

cheaper. Vice-Chairman Wright motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.

- Chief asked if the cold fire came in. Ms. Lucas will ask Brent.
- What is the status of the thermal imaging camera? Ms. Lucas has been emailing back and forth, still waiting.
- Chief Glogg asked to use the storage room in back garage, it's not cleaned out yet, is asking to have it cleaned out. Chairman Schoen talked to Brent about this already. He will discuss with him again tomorrow. Commissioner McLean did note Brent has been busy with mirrors and the ice machine.
- Chief is requesting some file boxes and manila envelopes.
- Chief Joyce noted Ocean Rescue has their pick up truck and jet ski in the corner of our lot because of the construction at the playhouse. They should only be here for a month, there is a key with the vehicle if we need to move it. They are looking for a more permanent location for this emergency equipment. Commissioner McLean suggested space on Industrial Road at the Town Highway garage.
- The fire boat is out of commission. It's operable as a vessel but the pump is out of commission.
- Chief Joyce asked about the radio charger. Ms. Lucas noted it was ordered, emailed for an update on delivery date, just waiting to hear back.
- With construction going on next door we have to be diligent about parking. The other day the workers were parking on the grass and Rex informed Chairman Schoen the sprinkler heads are there. Ms. Lucas spoke with Theresa at the annex and she personally went to speak with them about it. We have issues with parking as it is, not enough for the membership we have. Chief Joyce noted there is going to be an extension on their parking. It will always be an issue. You just have to air on the side of caution because we are both shaking each others hands based on the easement. If it becomes an issue for us when we are responding to something then that's when something is done.

Chairman Schoen motioned to go into Executive Session regarding Personnel @ 19:32 hours, seconded by Vice-Chairman Wright; motioned/passed/carried.

Commissioner Dess motioned to go back into Regular Session @ 20:05, seconded by Vice-Chairman Wright; motioned/passed/carried.

A discussion arose about changing the May 14<sup>th</sup> meeting to May 7<sup>th</sup> instead. Will discuss at next meeting.

A discussion arose about payroll and when is it submitted. Ms. Lucas explained payroll is every two weeks, she processes Tuesday or Wednesday and pay date is Friday. Pay period is Saturday to Friday. Vice-Chairman Wright noted that Chairman Schoen would like to have the payroll information before it is sent to the bank for processing. Ms. Lucas stated she has been doing payroll like it has been done before her. Vice-Chairman Wright understands but there needs to be more of a checks and balance done. A question was asked, when do you need to send information over to the bank? Ms. Lucas responded by Thursday the latest, but she does it by Wednesday so there is no problems. She also processes the EFTPS payment and the NYS payment. Commissioner McLean asked Ms. Lucas to clarify what EFTPS is, her response was Electronic Funds Transfer Payment System or the Federal payroll taxes and the NYS is the State payroll taxes. A discussion about how overtime is processed for Brent and Rex was addressed. Commissioner Dess just wanted to clarify, so Ms. Lucas calculates the

time cards for the two weeks plus the days noted in a book and gets the total hours worked. Her answer, YES. After talking, Ms. Lucas will provide Chairman Schoen with payroll information before Wednesday so he can review and then sign off and then Ms. Lucas will send information over to the bank for processing.

Commissioner McLean motioned to adjourn @ 20:16 hours, seconded by Vice-Chairman Wright; motioned/passed/carried.

**Adjourned 20:16 hours**