

Montauk Fire District

May 22, 2024

Commissioners Workshop Meeting 18:30 hours

MINUTES

Commissioners Present: Richard Schoen
James Wright
Charles “Chip” McLean
Michael Mirras

Also Present: Chief Kenneth Glogg, 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: Vice- Chairman Wright motioned to accept the minutes of the May 7, 2024 Regular Commissioner Meeting with said corrections, seconded by Commissioner Mirras; motioned/passed/carried.

Time Off Request: Ms. Lucas is requesting time off for June 3, 2024. Vice-Chairman Wright motioned to approve, seconded by Commissioner Mirras; motioned/passed/ carried.

Purchase Requisitions:

- A purchase requisition for Boundtree for medical supplies totaling \$878.23, Commissioner Mirras motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.

Audit of Bills: Ms. Lucas presented the bills for payment totaling \$77,270.54. Vice-Chairman Wright motioned to approve payment of the bills, totaling \$77,270.54, seconded by Commissioner Mirras; motioned/passed/carried. Ms. Lucas also presented more bills that came in after processing from Firematic, Otis Elevator totaling \$12,434.30. Vice-Chairman Wright motioned to pay, seconded by Chairman Schoen; motioned/passed/carried.

Workshop Topics:

Commissioner Appointment - An opening has become available since Commissioner Dess has resigned and it was discussed at last meeting to nominate Carmine Marino. Vice-Chairman Wright motioned to nominate Carmine Mario to fill opening, seconded by Commissioner Mirras; motioned/passed/carried. Commissioner McLean just wanted to clarify that the appointment is to finish out the term for Ex-Commissioner Dess and is that till the end of this year? Correct, Chairman Schoen said YES. So at the end of this year there will be two openings, 1- 5yr term and 1- 1 year term.

Banner- Chairman Schoen thanked Commissioner McLean for the EMS banner that was put up in town.

Exercise Room- Chairman Schoen noted we received a quote to update emergency system in exercise room from Briscoe totaling \$1,124.22 and in that quote there could be an additional \$39.99 plus tax per month charge to monitor system but we looked into and it is already included in what we pay for now. Chief Glogg asked if this was for the system on the wall. Answer was YES, the north wall, west wall and east wall. Chief mentioned but what if someone fell on treadmill, they are not going to be able to get to any of them. Is there maybe a different option to go with. Chief suggested maybe a watch set up. The apple watch will call you if there is no motion for a certain period of time to see if you are OK, no response it would notify the ambulance. After a discussion about it, Chief will look into a possible solution if someone was to get hurt or need assistance in the weight room.

Financial Reports- Chairman Schoen asked about the financial reports from our auditing firm. Ms. Lucas spoke with Lisa and she is processing and getting everything up to date with the state. Chairman Schoen has been in contact with our accounting firm that is doing an audit for us and has been for many years. It has been 6 weeks, sent an email asking about the 2023 audit. Commissioner Mirras stated it can take a good 6 months to complete one. Chairman Schoen doesn't understand why the annual report hasn't been submitted, we have 60 days after the fiscal year is over and can ask for another 60 day extension. Commissioner Mirras asked what firm is conducting the audit. Ms. Lucas responded Cullen & Danowski and noted they have always submitted the AUD/AFR. She has never done one before. Chairman Schoen is asking should we be going to another firm? Vice-Chairman Wright noted the state auditors have said that we should go out to bid every 2-3 years. Commissioner Mirras stated it's new, it's every 3- 5 years to change accounting firms to prevent malfeasance. Chairman Schoen asked Commissioner Mirras what is an appropriate time to put out to bid, his response was now for next year. He also noted a lot of firms do not want to do municipal audits anymore, it's just the big firms. He would just call firms to get bids when he was on the historical society. Chairman Schoen is going to bring it up at the next District Officers meeting asking who they use. The State has been here auditing us since January 22, 2024. The last time they audited us was 34 years ago, in 1989. A discussion arose and the determination was to get information at the next District Officers Meeting about auditing firms and putting it out to bid.

House Demolition- Chairman Schoen received an email about a house that we could train on before it gets demolished. He believes it is on Soundview, possibly 164. Chief Glogg said not anymore, it was already demolished, but he has another one in the works.

Miscellaneous items- Commissioner Mirras talked with Brent and Dawn about payroll/overtime and instead of coming every 2 weeks would prefer to do it on a monthly basis. He did state they keep very good records and will continue to monitor it.

Chief's Report

- Chief Glogg wanted to thank Commissioner McLean for the EMS sign in town.
- Hose tests, any updates? As per Commissioner McLean, no date yet, but we are on their list.
- Chief Glogg noted Dennis O'Reilly has been going through our emergency preparedness stuff. He would like to empty out the two trailers and store stuff upstairs for more airflow. A purchase requisition was presented for Grainger for pallet racks, steps and decking, totaling \$2,163.58. A discussion arose, Commissioner McLean was questioning the idea of putting everything on racks up

two flights of stairs and then if an emergency arrives, we would need the manpower to take everything off and down the stairs. Chairman Schoen stated we will have warning, there will be manpower, it will make it easier to inspect every 3-6 months to see what is current, plus there is no other room anywhere else. Chief Glogg noted there is plenty of warning either through the town, state, news, etc. we will have the manpower. Commissioner McLean is more concerned about the actual emergency preparedness plan. Dennis O'Reilly is working on that. Vice-Chairman Wright motioned to approve the purchase of racks, steps and decking, seconded by Commissioner Mirras; motioned/passed/carried.

- A purchase requisition for All Hands Fire for 150ft of nylon rope and rope bag for 9-3-14 totaling \$711.98. Commissioner Mirras motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.

- A purchase requisition for Live Action Safety for LED traffic wands totaling \$50.80, Commissioner Mirras, seconded by Vice-Chairman Wright; motioned/passed/carried.

- A purchase requisition for Live Action Safety for high visibility flags totaling \$85.98, Commissioner McLean motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.

- Chief Glogg is working on getting another house to train on, just waiting on the Fire Marshall to sign off on.

- Chief also informed the board of an accident that he was involved in, he will fill out an accident report and submit to Commissioner McLean.

- Chairman Schoen asked if the Chief has sent letters to the members who failed to have a qualifying year for 2023. The Chief has spoken to a few and has not been able to send out letters because of his computer. Waiting on the other part of the computer. Also the letters should be sent out certified mail so no issues arise.

Commissioner McLean motioned to adjourn meeting @ 19:09 hrs, seconded by Vice-Chairman Wright; motioned/passed/carried.

Adjourned 19:09 hours