

**Montauk Fire District
December 10, 2024
Commissioners Regular Meeting 18:30 hours**

MINUTES

Commissioners Present: Richard Schoen, Chairman
James Wright, Vice-Chairman
Charles “Chip” McLean
Michael Mirras
Carmine Marino

Also Present: Chief Kenneth Glogg, 1st Asst. Peter Joyce, Jr., 2nd Asst. John McDonald, 2025, 2nd Asst. Chief Joe 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: Commissioner McLean motioned to approve the minutes of the November 19, 2024 Workshop Meeting, seconded by Commissioner Mirras; motioned/passed/carried.

Purchase Requisitions:

- A purchase requisition for Boundtree for medical supplies totaling \$885.85, Commissioner Mirras motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.
- A purchase requisition for Boundtree for medical supplies totaling \$1,331.74, Commissioner Marino motioned to approved, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for Boundtree for medical supplies totaling \$584.38, Commissioner Mirras motioned to approved, seconded by Commissioner Marino; motioned/passed/carried.
- A purchase requisition for Boundtree for medical supplies totaling \$139.93, Commissioner McLean motioned to approved, seconded by Commissioner Mirras; motioned/passed/carried.
- A purchase requisition for Boundtree for medical supplies totaling \$411.15, Commissioner McLean motioned to approved, seconded by Commissioner Marino; motioned/passed/carried.

Time Off Request: Ms. Lucas is requesting to use two vacation days for December 23rd and December 24th. Commissioner McLean motioned to approve, seconded by Commissioner Marino; motioned/passed/carried.

Audit of Bills:

Motion to pay Bills: Ms. Lucas presented the bills for payment totaling \$16,867.15, Vice-Chairman Wright motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.

Treasurer Report: Commissioner Mirras reviewed the October Treasurer's report and checked the main account all looks good, checks written properly and signed off. Our budget at the end of October, about \$150,000.00 and it seems like that should cover us for the rest of the year. Commissioner Marino motioned to accept October's Treasurer Report, seconded by Vice-Chairman Wright; motioned/passed/carried.

Committee Reports:

Apparatus: Commissioner McLean gave his report;

- 9-3-14- Hydraulic stabilizers for bucket went bad. Parts are in and John from Fully Involved will be here with a full crew on Thursday. Vice-Chairman Wright noted so there is one outrigger that went bad and likely the other 3 will. Commissioner McLean stated it has nothing to do with the outriggers, it's the hydraulic stabilizing pistons for the bucket itself. It's referred to as a slave unit, four work in tandem, two at the bucket, two at the turntable so they all work slaving off each other. They all need to be replaced. The boom can be operated at the turntable, and a master stream can be utilized, it's just that the bucket can not be occupied. Vice-Chairman Wright noted it's tradition to fly the bucket at events, such as pancake breakfasts, was it safe since we can not have our firefighters in the bucket at this time. Commissioner McLean stated it wasn't an issue at that time, no indications were found. It just became one recently since the hydraulic fluid was leaking onto the windshield.
- 9-3-8- battery charger bad, John from Fully Involved ordered new and will be out with it on Thursday along with 3 new batteries.

Equipment: Commissioner Marino gave his report;

- nothing on the shelves to be repaired, nothing in the book, everything seems to be good.
- Chairman Schoen noted there was an inventory done of the radios, microphones, chargers, etc. and pictures taken. The pictures were then sent to the outfit that will help us sell them. Any ideas of what we want? We can price individually, price for all, or check online and see what they sold for in the past. Chairman Schoen will check online for prices.

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

- He spoke with John Tanzi and was told he would have information this week. The projects we are talking about is the Re-Pointing which will be done in spring but we would like to get it out to bid so we know what we might be spending. The other project is the Kitchen Project and Vice-Chairman Wright told John Tanzi the electrical upgrade is out. John Tanzi checked into the electrical service upgrade and it seems like a huge deal given our emergency generator component. Vice-Chairman Wright believes we do not need at this time. John Tanzi did make the lighting changes though. Vice-Chairman Wright believes it should go out to bid mid winter, beginning of next year so we can get an idea of cost and figure out if we want to proceed. Commissioner Mirras asked if \$795,000 should be enough to cover both projects. Vice-Chairman Wright stated he believes so but until the numbers come in can't say. He believes the kitchen project will be about half a million dollars and the Re-Pointing project is not the whole building, its about 15% of it and some painting of signs. Commissioner McLean asked if the Re-pointing project was put out to bid yet. The answer was NO, waiting on John Tanzi.
- Chairman Schoen stated we will need to be mindful of all capital purchases in future.
- Vice-Chairman Wright asked Brent if the camera's have an app., he believes the Commissioner's should have access. Ms. Lucas will check.
- House report- looked over. Commissioner Marino would like to add there was a bad sensor on one of the exterior lights on one side of the exterior garage doors. It was already repaired.

Budget and Capital Reserves:

- As of November 30th the Equipment Reserve was \$2,254,042.81 and the Building Reserve was \$570,198.38. Year to date interest between the two accounts is \$148,000.00.

Insurance:

- NO REPORT

Communications:

- NO REPORT

Paid Personnel:

- NO REPORT but The District Medical Director, Dr. Michael Ameres has reinstated all privileges and permissions to Tom Barbieri. Dr. Ameres notified Tom directly. Chairman Schoen notified Captain Ellen Cook, Chief Glogg and had Ms. Lucas notify Chris Boccabella, paramedic supervisor.

Department Personnel:

- Commissioner Mirras would like to discuss in Executive Session.

Law:

- NO REPORT

Old Business:

- Rough Draft Board Oversight Report- Discussion/Letter- Chairman Schoen did apply for an extension but never heard back. He did find out the State would not except just an email, so the day before Thanksgiving had to be put the response on District letterhead and send it to a designated email. The district did receive acknowledgment that the state received it. Commissioner Mirras asked if the letter was approved by our attorney Joe Frank, answer was YES.

New Business:

Bid Openings-

1. **Refuse Removal-** Received two bids; **Caputo Carting Inc.-**Option 1- Caputo Carting Inc., will provide two (2) two (2) cubic yard containers for removal of trash and recycled items. Waste removal will occur two (2) times per week. Collection days picked by customer once proposal is accepted. Monthly Service fee: **\$225.00**, On- call pick ups will be billed at **\$25** per pick up. Option 2- Caputo Carting Inc., will provide one (1) / three (3) cubic yard container for removal of trash and recycled items. Waste removal will occur two (2) times per week. Collection days picked by customer once proposal is accepted. Monthly Service fee: **\$225.00**, On- call pick ups will be billed at **\$25** per pick up. Additionally Caputo Carting will supply a 20yd dumpster for yearly fundraiser as a donation. **Mickey's Carting-** will provide one (1) 3 Cubic Yard Container for trash and recycled fiber removal . Collection of trash will be made **TWO TIMES PER WEEK**. Monthly scheduled pickups of trash and recycle **\$260.00** per month, On Call pickups **\$30** per pick up. Vice-Chairman Wright noted we are allowed to choose the higher bid if we feel the bidder will do a better job. Mickey's did a weeks worth of work cleaning up the place for free. They cleaned the memorial garden, planted, work on center island. Vice-Chairman Wright motioned to accept Mickey's Carting bid for refuse removal, seconded by Commissioner Mirras; motioned/passed/carried.
2. **Lawn Maintenance -** Received two bids; **Hoyt Property Care-** Main Fire House and District Offices and Substation- Lawn Mowing- Based on a twenty-eight (28) week lawn mowing season, one cut per week. Lawn will be cut at a uniform height using sharp blades, mowing pattern will be changed periodically to avoid rutting and compaction of lawn areas. Grass clippings will be picked up/blown from buildings, parking areas, walkways, gardens, beds,

borders. **Main Fire house- \$255 per cut, additional tasks, \$65.00 per laborer/hour. Substation- \$54.99 per cut, additional tasks- \$65.00 per laborer/ hour. Mickey's Lawnscape- Main building- \$295.00 per mow. Substation- \$55.00 per mow. Any additional work to be performed- \$65.00 per man/ per hour.** Vice- Chairman Wright noted he has done work that he didn't charge us for. Also there has been complaints when Hoyt was in charge, not so when Mickey's is in charge. Vice-Chairman Wright motioned to accept Mickey's Lawnscape bid, seconded by Commissioner Marino. Commissioner McLean asked for clarification, is it one cut per week and is it based on 28 weeks. Ms. Lucas responded YES one cut per week, no indication of how many weeks. All started talking at once and Ms. Lucas couldn't understand what was being asked but did hear what about substation cost, her response was \$55 per week. Motioned/passed/carried.

3. **Snow Plowing-** Received two bids; **Veteran Snow Removal-** Main Firehouse and 89 Second House Rd- Snowplowing of parking areas and driveways of noted property locations, commencing at 2" of snowfall. Service will be provided from January 1, 2025 through December 31, 2025. **Seasonal Bid Price- \$10,300.00**, includes unlimited snowfall with no hourly cap. Prepayment is required. Salt- Includes 5 cubic yards of salt for applying during ice conditions. Any additional salt required will be billed at a cost to the fire district. **Hoyt Property Care- Option A- Season Contract-** Unlimited Snow Plowing, shoveling and salting services (*Hoyt Property Care will utilize specialized sidewalk salt for walkways to reduce the risk of concrete damage, and on roadways/parking lots utilize treated salt for better performance during extreme cold*) for the main firehouse and substation, with no hourly cap or snowfall cap. (Labor and materials included) Contract runs from 1/1/2025- 12/31/2025. **Cost \$8,675. Option B-** Hourly Service- Priced per vehicle/equipment. Includes Plow truck/Salter (or) Skid Steer, shoveling crew for sidewalks and salting services. Hourly rate is charged portal to portal unless equipment is pre-staged at site location. (all materials included in hourly rate.) Contract runs from 1/1/2025- 12/31/2025. **Cost \$495 per hour.** Snow plowing will commence starting at 2" of snow fall, in the event salting is needed for roadway or parking areas, Hoyt Property Care, Inc. will automatically apply treated road salt based on the current road conditions. Hoyt Property Care, Inc. will also provide if requested by the Montauk Fire District, assistance with on scene plowing of roadways to the location of a call for emergency assistance within the hamlet when available, improving safety and response for the Fire Department and citizens of Montauk. Hoyt Property Care, Inc. is a fully licensed/insured contractor in East Hampton Town that services the east end with commercial snow removal from critical infrastructure such as schools, transportation, apartment complexes, government use and roadways. Snow stakes could be installed at the property for a \$600 one time charge. Commissioner Mirras motioned to hire Hoyt Property Care, Inc. for the seasonal contract, seconded by Commissioner Marino; motioned/passed/carried.
4. **Tree Contract-** Vice-Chairman Wright asked if we are renewing our tree contract with Hoyt. We can discuss that at a later date.

Miscellaneous items:

- Chairman Schoen noted we are hosting the District Officer's Dinner here on January 28, 2025, he would like someone to take it on and arrange for a chef and dinner and let the Ladies Auxiliary know.
- Chairman Schoen spoke with Jimmy Angelidis about substituting for the custodians when they are out sick, personal days or vacations. He agreed. Vice- Chairman Wright motioned to pay him a rate of \$35 per hour, seconded by Commissioner Mirras; motioned/passed/carried.

- Commissioner Mirras asked about the 4- 10 days for the custodians, are we considering it? Chairman Schoen said YES we are definitely going to consider it. Will be discussed in Executive Session.
- Chairman Schoen found out that the FF1 (Firefighter One) course in January will be virtual. Chief is aware and our recruits are already signed up for it.
- It looks like the spring of 2025 the East Hampton Medical Center will be open. This will be a huge benefit.
- The slate of Officer's for the Montauk Fire Department for 2025 are; Peter Joyce, Jr.- Chief (9-3-30), Ken Glogg- 1st Asst. Chief (9-3-31), Joe McDonald- 2nd Asst. Chief, (9-3-32) Jeanine Miedzwiecki- Secretary and Dick White- Treasurer. Commissioner Mirras motioned to accept results of the election, second by Commissioner McLean; motioned/passed/carried. Chairman Schoen would like to thank John McDonald for his service the last 2 years especially in the area of training.
- Chairman Schoen gave an update on the tree issue from a meeting he was at with the Town of East Hampton. The Town is putting in 40 ft turnarounds, there will be 9 of them. Cutting tree's down can only take place December, January and February because of the endangered bats, that's when they hibernate. The plan is to cut the trees down and make individual piles and then burn these piles. The expected date to be done is the winter on 2026. They expect to cut down approximately 3,500 trees within 3 weeks.
- Chairman Schoen discussed Purchase Request forms. Starting January 1, 2025, purchase requests coming from the chief will be in writing, designating a supplier to include their address, phone number, email, two suppliers if more than \$2,000, a description of what is needed, model number, size, quantity, unit price and total. Bids/proposals if necessary. If a chief submits a request for purchase the district has the right to go out and seek better pricing but will double check with a chief before ordering to make sure it is exactly what they requested. Nothing will be ordered without their approval.
- Chairman Schoen emailed Bob Hauser our CPA, Treasurer what days he was available to attend our monthly board meetings. Bob's response was the first Tuesday of each month would work for him and he is also available the 1st, 3rd and 4th Wednesday of each month. Chairman Schoen proposes we change our meeting night based on this information to the 1st Tuesday and 3rd Wednesday of each month. Ms. Lucas noted we need to make sure everyone else can do those dates, only one person was asked. Commissioner Mirras also noted we will not have the bank rec's available. Commissioner McLean asked what is this gentleman doing for the agreed salary of \$40,000. Chairman Schoen noted it was discussed but not finalized. What we are attempting to do now is get caught up for the last 4 years. After 90 days we will reevaluate. The idea is that if we have any questions we can ask Bob directly. Commissioner McLean's question was not answered. What exactly are we going to have him do other than rectify our situation, Chairman Schoen stated that is yet to be determined. Vice-Chairman Wright noted Commissioner McLean's question should be answered when he comes to our first meeting. Everything including salary will be adjusted after 90 days from date of hire. Commissioner McLean stated our monthly meeting schedule for the year has been rearranged based on this one person's schedule. Chairman Schoen answered YES. We could fall back to our original schedule, yes nothing is set in stone. Vice-Chairman Wright motioned to change our monthly meeting schedule to the 1st Tuesday of each month and 3rd Wednesday, seconded by Commissioner Marino; motioned/passed/carried.

Chiefs Report:

- Chief Glogg presented a purchase requisition for MES (on state contract) for EMS Turnout Gear, 7 coats, 7 pants, 7 boots, 7 helmets totaling \$17,254.83. Commissioner Marino motioned to approve, seconded by Commissioner Mirras but order in 2025 after everyone is measured; motioned/passed/carried.
- Chief also presented a purchase requisition for MES (on state contract) for 1 set of turnout gear, jacket, pants, boots and helmet totaling \$4,814.37 for Connor Brady who passed Firefighter1. Commissioner Mirras motioned to approve, seconded by Commissioner Marino; motioned/passed/carried. Commissioner McLean asked about the new chief, does he need turnout gear, helmet or anything? Chief Joyce stated Joe will have a helmet and possible hand me down coat and then get sized for a new one.
- Chief Joyce noted if we switch the meetings to the first Tuesday of the month just understand that is the same night as the town Chief's meetings. You will have a chief here and the board is fine with that.
- Chief Glogg asked Vice- Chairman Wright if anyone came to him about a leak in a hose behind the fryers. The answer was NO but it will be checked out.
- Chairman Schoen wanted to make the chief aware there are 5 people as of last week that still have not gotten physicals. They have till the end of the month to submit.
- Chairman Schoen also noted there are 4 people that will not make their good standing points this year and did not make their good standing last year. One member you can get a hold of, all he needs is one call, Patrick Moloney.

Chairman Schoen motioned to go into Executive Session regarding salaries and personnel @ 19:27, seconded by Commissioner Mirras; motioned/passed/carried.

Commissioner Marino motioned to go back into Regular session @ 20:36, seconded by Commissioner Mirras; motioned/passed/carried.

Commissioner McLean motioned that all longevity bonuses for full time employees of the Montauk Fire District cease as of 2024. This action is taken under advise of our legal counsel Joseph Frank, seconded by Commissioner Mirras; motioned/passed/carried.

Commissioner McLean motioned that the Montauk Fire District institute a program for longevity bonuses to be paid to all full time employees of the Montauk Fire District, commencing for the year 2024 as per the following schedule;

- After the 5th year of consecutive service up to and including the 9th year of service to the Montauk Fire District a longevity bonus of \$500 will be paid to each full time employee.
- 10th year through the 14th year of consecutive service to the Montauk Fire District a longevity bonus of \$1,000.00 will be paid to each full time employee.
- After the 15th year of consecutive service to the Montauk Fire District a longevity bonus of \$1,500.00 will be paid to each full time employee. Seconded by Commissioner Mirras; motioned/passed/carried.

Chairman Schoen noted a salary change for Dawn Lucas, starting January 1, 2025 through December 31, 2025 an annual salary of \$76,669.00 and January 1, 2026 through December 31, 2026 an annual salary of \$78,969. Vice-Chairman Wright motioned to approve, seconded by Commissioner Marino; motioned/passed/carried.

Our Workshop meeting on December 25, 2024 is canceled since it's Christmas. We will meet again on January 7, 2025 for our Organizational meeting and first Regular Commissioner meeting of year. At our organizational meeting we will need to include with all other information the designation of our CPA firm for doing Audits and our Treasurer and Secretary as we did before. Commissioner McLean asked if Bob Hauser's availability was noted in regular session, answer was YES.

Vice-Chairman Wright motioned to adjourn @ 20:42 hours, seconded by Commissioner Marino; motioned/passed/carried.

Adjourned 20:42hours