



## MINUTES BOARD OF FIRE COMMISSIONERS Regular Meeting – Tuesday, March 28<sup>th</sup>, 2023

ATTENDEES: Chairman Marc Komorsky Commissioner Richard Sassi Commissioner Barry Ward Deputy Chief Anthony Champion Treasurer Mark Pozniak (via Teams) Commissioner George Burns (absent) Commissioner Anthony Pignataro (via Teams) Chief Tim O'Connor EMS Administrator Michael Benenati Secretary Bria Le

At 6:05 pm, Chairman Marc Komorsky called the Board of Fire Commissioners Regular Meeting to order for Tuesday, March 28<sup>th</sup>, 2023, and led the Pledge of Allegiance. He welcomed everyone to the meeting.

MINUTES: 2/28/23 Regular Meeting

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Sassi, the Board RESOLVED to approve the minutes from the February 28<sup>th</sup>, 2023, Regular Meeting. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

# **CORRESPONDENCE:**

- Check Choice Legal for records request \$15.75
- Check Ronald J. and Mellina Miller Weiss Fund of the Community Foundations of the Hudson Valley \$20,000
- Check Town of LaGrange Tax Levy \$9,225,000.00

Upon a MOTION made by Sassi and SECONDED by Commissioner Ward, the Board RESOLVED to accept the donation in the amount of \$20,000. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

Upon a MOTION made by Sassi and SECONDED by Commissioner Ward, the Board RESOLVED to deposit the monies into the General Fund. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

- Letter from LaGrange Knights of Columbus RE: Annual Carnival

Brief discussion held about providing an EMS presence at the carnival.

Upon a MOTION made by Ward and SECONDED by Pignataro, the Board approved to provide EMTs at the Knights of Columbus carnival. Sassi noted that he was a financial secretary for the Knights of Columbus. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

- Letter of Resignation from Mayone

Upon a MOTION made by Ward and SECONDED by Sassi, the Board accepted the resignation. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

At 6:14 pm, Commissioner Pignataro lost connection to the meeting.

- Letter of Resignation from Janicik

Upon a MOTION made by Ward and SECONDED by Sassi, the Board accepted the resignation. Pignataro – Absent, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

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#### **ROOM USE REQUESTS:**

- Station 3 on April 22<sup>nd</sup> from 3-6 pm for baby shower Marcy Cobb
  - Upon a MOTION made by Ward and SECONDED by Sassi, the Board RESOLVED to approve the use. Pignataro Absent, Sassi Aye, Ward Aye, Komorsky Aye. **Motion Carried**.

At 6:16, Pignataro rejoined the meeting.

### **OLD BUSINESS/UNRESOLVED ITEMS:**

- Station 2 Ready Room Flooring – Deputy Chief Anthony Champion said that the vendor that, after some back and forth, was previously chosen to do the work has rescinded the proposal and George Tsinias from Eu-Te Designs has reaffirmed his proposal.

Upon a MOTION made by Ward and SECONDED by Pignataro, the Board RESOLVED to rescind the previous approval of Epoxy Flooring and Beyond. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion Carried**.

Upon a MOTION made by Ward and SECONDED by Pignataro, the Board RESOLVED to approve Eu-Te Design, LLC for labor and materials cost of \$5068.80. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion Carried**.

Tsinias showed the Board some samples of the flakes for the flooring. Discussion followed regarding the warranty on the materials and the work plus the recommended way to clean the flooring.

### **NEW BUSINESS:**

 Former Commissioner Joseph Hines – Victor Zamaloff said he was at the meeting on behalf of the Hines Family. He gave an account of Joe Hines's health following a severe fall the previous week then said that Hines passed away at 9 am on Monday morning. He said that Hines had been a Commissioner in LaGrange as well as a member of Engine 1 in Arlington and a career firefighter. Zamaloff then described Hines's career after an injury from a motorcycle accident prevented him from continuing as a firefighter and said that he did a lot for the fire service. He requested for LaGrange to put an acknowledgement of Hines on the sign and to distribute details of the memorial service for Hines to the department's membership. He gave more details regarding Hines's funeral. Komorsky thanked Zamaloff and said the Chief or Deputy Chief would get back to him.

### OLD BUSINESS/UNRESOLVED ITEMS: (cont.)

- **EMS Cost Recovery** Sassi gave an update on the Medicare and Medicaid applications and the data transfer from ESO to Proclaim. He noted that there will be a low recovery in the beginning but that they are in process. Further discussion followed regarding the privacy policy and the need for a meeting with the command staff.
- Station 2 Brick Pointing Work in process.
- **Station 1 & 3 Roof Replacement** Ward said he will revisit these topics when they go over the financial review.
- Stations 3 Storage Room Ward said they would cover this in the financial review also.

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- **Station 1 Building update** Ward said this would be covered in the financial review as well. He said they needed to set a dollar limit with the engineer and architect firm.
- Station 3 Boiler Deputy Chief Anthony Champion said this was pending warmer weather.
- ESO Scheduling & ESO Reporting status update Fire Chief Tim O'Connor said the ESO Scheduling was going well and cutting the time down considerably. He said one of the software packages that was initially purchased was a hydrant package but since the Town maintains the hydrants, he is considering swapping the module for an inventory one. Discussion followed in regards to swapping the modules. Chief O'Connor said that the CAD import into NFIRS is now a direct link and took effect earlier in the month. He said that now they will work on reidentifying the ambulances to have them ALS designated units. Brief discussion followed regarding the benefits of the ALS identifiers.
- **Doors Station 1 status update** Chief O'Connor said that he will try to remember to follow up with the vendor to get an update.
- **Mechanic's Helper Position** DC Champion said that they have contacted the website to get a platform to post the job notification, but haven't heard back yet.
- **Physicals Status Update** Sassi said that they are working on a draft MOU with the Union so it is a work in progress. Discussion followed regarding communication with the volunteer side and the need to keep the physicals on schedule.
- Grant Update –Chief O'Connor said that he received confirmation that morning that the grants are submitted and that they met the deadline. He reviewed the items covered by and amounts of the three grants that were submitted, but noted that all of the items included might not be approved. He reviewed the backup documentation that still needs to be submitted and a lengthy discussion held about the remaining work involved. Chief O'Connor said that FEMA has extended the COVID period a few more months so they are going to look at the calls to see if there is enough potential reimbursement for the additional time period to make it worth the time and effort.
- **Door Security & Video Surveillance Proposals** Tabled until after the financial overview later in the meeting.
- Diesel Tank Replacement DC Champion reported that the tank is installed and is supposed to be filled to capacity later in the week. He said the vendor recommended that the District become part of NYS DEC PBS (Petroleum Bulk Storage) because over 1000 gallons of fuel/liquids are stored onsite. He said there is no cost and he is waiting for confirmation from Optima that an application has been submitted. He said that Optima also recommended some additional balusters in the area around the generator and tank. Champion said he would like to have the current waste oil removed from the property to lessen liability but doesn't yet have a plan. Further discussion followed regarding the recommendations.
- **CME Data Entry Position** Ward said he would follow up with the Union.
- Ready Room Floor addressed earlier in the meeting.
- Radio Tower Lease Deputy Chief Champion said that he has left two messages stating that the Board has elected to move forward with the lease but would like and updated lease agreement for our records. He said he has not heard back. Brief discussion held about continuing to follow up.

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**Building Repairs/Repair Requests** – Sassi said that he and DC Champion looked at the water treatment at Stations 1 & 3 to check the water quality. He said that there were no issues at Station 1 with the treated system and the water testing came back fine from the lab. Sassi said that Station 3 is a little bit of a different story and said that may just be due to a lack of maintenance. He recommended that they switch to a sanitary seal instead of a drillers cap for the well cap and said the other issue was a small hole in the casing that they are getting estimates to fix. He said they discussed maintaining the treatment that is there and noted that the testing overall came back ok but the water is a little hard. Brief discussion followed regarding the water quality. Sassi said that he just wanted the staff and volunteers to know that the testing came back fine and there were no immediate issues that needed to be addressed. DC Champion said he would notify Redemption Mechanical that the filter - that is a manufacturer's recommendation - can be installed at Station 1's ice machine and that they can move forward with the sanitary seal for the well cap at Station 3.

### **NEW BUSINESS:**

- **Property Tax Exemption for Volunteer Firefighters and Ambulance Workers** Komorsky reviewed the property tax exemption and the steps to adopt the exemption. Discussion followed regarding the need to create a resolution and whether a public hearing is required.
- Records Destruction Authorization -

Upon a MOTION made by Pignataro and SECONDED by Ward, the Board RESOLVED to destroy the records that are presented (list attached) in the year 2023. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion Carried.** 

- **Cyber Liability Policy** – Komorsky said that cyber liability is a growing issue that he thinks is important. Brief discussion followed about the policy.

Upon a MOTION made by Ward and SECONDED by Pignataro, the Board RESOLVED to approve the LaGrange Fire District Cyber Liability Policy (proposal attached) for \$5716.19. Pignataro – Aye, Sassi – Aye, Ward – Nay, Komorsky – Aye. **Motion Carried**.

### **REPORTS:** (by officers present)

### Treasurer –

<u>FINANCIAL EXERCISE</u>: Treasurer Mark Pozniak said that his report is dedicated to the financial exercise. He said he just wanted confirmation that the projections for tax increases over the next five years are still on target to be what they committed to when accepting the SAFER grant. He said he thinks they have a schedule of replacement and improvements over the next ten years or so and he hopes to relook at the document every budget season. Lengthy discussion followed regarding anticipated building, apparatus, and equipment capital expenses over the next few years, adjustments for inflation factors, and potential ways for the Board to address projected shortfalls. Ward said he wanted to get back to Clark Patterson on a potential budget of \$400,000/year for three years for the Station 1 renovations. Pozniak said that ultimately the Board will need to pass a resolution and have a permissive referendum to spend the funds and Ward said this will just allow them to continue the planning analysis and no contracts have been issued and nothing has gone to bid yet. Next Ward said they should address the door security and cameras. Jeff Lenkowski (Salemsys.net) reviewed the door security proposals for all three stations. Discussion followed regarding specifications for the systems. Pozniak said that they will need to go to a formal bid process since they are over \$35,000.00. Lenkowski then reviewed the video surveillance systems

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for all three stations. Discussion followed regarding access to the cameras and their locations and the bid process for the proposals.

EXECUTIVE SESSION: Pozniak said he had two personnel items for Executive Session.

## • Chief –

<u>NOTABLE INCIDENTS</u>: Chief O'Connor noted that earlier in the day the District had four EMS calls in a row, all at the same time and two ambulances were out of service. He said they had trouble getting mutual aid so for the fourth call the crew ended up responding from the hospital.

<u>VEHICLES:</u> O'Connor reported that they are working on the two Tahoes.

<u>PERSONNEL</u>: Chief O'Connor said that he gets reports from Montour every week and the new hires are doing very well. He said that Tyler (Edgar) is going to Westchester and carpooling with the City of Poughkeepsie staff and that is going well.

<u>AMBULANCE</u>: The Chief informed the Board that the District has been added to a run assignment in Arlington. He explained a 10-75 assignment and said the command staff is addressing it.

<u>EXECUTIVE SESSION</u>: O'Connor said he has two administrative items for Executive Session. Brief discussion followed regarding mutual aid in the area.

# • EMS Administrator –

<u>CONTROLLED SUBSTANCES</u>: EMS Administrator Michael Benenati said that yesterday afternoon they were notified that Nuvance Health was no longer going to witness paramedics wasting the remainder of controlled substances following an administration. He said it was an internal policy decision made by Nuvance Health that would drastically change the way that the District deals with controlled substances. He said he had meetings earlier in the day and more scheduled for the next day to address the issue and said Thursday will be spent writing policy changes to the Controlled Substance plan to respond to the needs. He noted that the change doesn't just affect LaGrange but also every ambulance service that transports to Vassar Brothers Medical Center/Nuvance Health institutions. Discussion followed regarding how the District is addressing the change.

# • Deputy Chief –

<u>NOTIFICATIONS</u>: DC Champion said they are waiting on final quotes for the work on the two 2023 Tahoes. Champion said there was a small ding put into the bumper on the new (47-)97 pickup truck. He said it was being backed up and came close to the bollards but when the driver stopped and changed gears the truck rolled back and tapped one of the bollards. He noted that the accident was investigated and they will look into what course can be taken to correct the small ding.

<u>REPAIRS</u>: Deputy Chief Champion said that HO Penn is redoing the upper expansion tank above the radiator and noted that it is a work in progress. He said that they have been having some issues with a few of the vehicles in the regen process and they are working on how to rectify the situations causing the check engine lights to light up. Brief discussion held potential resolutions. He reviewed a couple of other repairs that were being done. Champion noted that the pump testing was done on all apparatus within the past couple of weeks and everything passed but a couple of maintenance issues were being addressed. He briefly reviewed a couple of radio issues, the warranty work being done on 47-73 at VCI, and some additional vehicle repairs under way.

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- **Department** (no report)
- Union (no report)

#### ABSTRACT: \$386,702.65

Upon a MOTION made by Ward and SECONDED by Sassi, the Board RESOLVED to pay the bills for the month of February as per the abstract for \$386,702.65. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion Carried**.

#### **PUBLIC COMMENTS:**

At 8:27 pm, Komorsky opened the meeting to public comments.

- Victor Zamaloff said to keep up the good work and thanked the Board.

#### **EXECUTIVE SESSION:**

At 8:29 pm, upon a MOTION made by Pignataro and SECONDED by Ward, the Board RESOLVED to go into Executive Session to discuss one personnel item from Pignataro, two personnel issues from Pozniak, five contractual and eight personnel items from the Board, one mutual aid issue and two administrative issues from the Chief, one personnel issue from Komorsky, and one controlled substance policy issue from Benenati. Pignataro – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried**.

At 10:00 pm Commissioner Sassi left the meeting.

#### **OPEN SESSION & ADJOURNMENT:**

At 10:45 pm the Board resumed Open Session.

Upon a MOTION made by Ward and SECONDED by Pignataro, the Board RESOLVED to adjourn the meeting. Pignataro – Aye, Sassi – Absent, Ward – Aye, Komorsky - Aye. **Motion Carried**.

Respectfully submitted,

Bria Le – District Secretary Approved by the Board of Fire Commissioners on 4/25/23

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	LaC	aGrange Fire Dist	strict	
Records Destruction Authorization	rizatior		Year Destroyed-2023	
Records Series	Box #	Dates of Records	Schedule Item	Retention Period
			(LGS-1)	
			0 111111 0 11 0 11 1 10	
BoFC meeting files	c	2016 - 2018	General Administration - Meeting/Hearings 48a	1 Year
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EMS Checksheets	9 & 10	2017	Public Safety Emergency Vehicle, apparatus, and equipment records 1186b	3 yrs
Controlled Substance Inventory	11 & 15	2012-2015	Public Health - Receipt and Storage Records 793	5 yrs
Payroll Time Cards	12	2014	Fiscal - Employee's Time Records 349	6 yrs
Payroll Time Cards	13	2015	Fiscal - Employee's Time Records 349	6 yrs
Payroll Time Cards	14	2016	Fiscal - Employee's Time Records 349	6 yrs
Bank Statements	12	2014	Fiscal Banking communications 475	6 yrs
Bank Statements	13	2015	Fiscal Banking communications 475	6 yrs
Bank Statements Election Metericle	14	2016	Fiscal Banking communications 475 Election Informational models and from county hand of clastions 272	6 yrs
Election Materials I Iniform Purchasing	16	2020-2021	Election - Informational records received from county board of elections 373 Friscal - Durchasing 457	U JIS (allel superseged of obsorete) 6 vrs
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EMS Director to approve following:				
PCR's - Pediatrics under zi not included PCR's - Pediatrics that have reached age 21				
PCR's (pediatrics removed)	17 & 18	2014	Public Safety - Patient Care Records 1198a	6 yrs
PCR's (pediatrics removed)	19 & 20	2015	Public Safety - Patient Care Records 1198a	6 yrs
PCR's (pediatrics removed)	21 & 22	2016	Public Safety - Patient Care Records 1198a	6 yrs
PCR's - Pediatrics over 21	23	2001-2016	Public Safety - Patient Care Records 1198a	3 yrs after reaching age of 18
ASHI Class Training and Rosters	23	2016 - 2017	Public Safety - Emergency Medical Training Records 1201a	5 yrs
<b>Destruction Authorized By:</b>				
Record Mamt Officer	Name:		Signature:	Date:
Chairman of Board	Name:		Signature:	Date:
Destruction Certified by:				
Witness	Name:		Signature:	Date:
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EMS Administrator	Name:		Signature:	Date:
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D Penn Machinery dson River Truck & Trailer	916.00	
dson River Truck & Trailer		Replace Radiator STA 2
	750.00 //	Repair Electric power generator STA# 2
dson Valley Public Safety Lighting 🗸	750.00 /	Install Transfer flow tank in 2023 Chevy 2500
agent valley i ashe galery signing	400.00	Install auto eject Tahoe unit 47-69
kson Lewis P.C. 📏	5,945.00 🗸	Professional legal Svc. January 2023
kson Lewis P.C.	14,846.00	Professional legal Svc. February 2023
Basil Chevrolet Inc.	92,421.90 🗸	2 units-2023 Chevrolet Tahoe 4WD Commercial SQ 09/2022
Basil Chevrolet Inc.	1,416.00 🗸	unit 1 Purchase extended warranty for 2023 Chevy Tahoe
Basil Chevrolet Inc.	1,416.00	unit 2 Purchase extended warranty for 2023 Chevy Tahoe
	5,000.00 /	Supply labor and material to install electrical work STA 2
n Giaimo & Son — n Giaimo & Son —	868.05	Install wire for Ice maker Equ. Disconnect dishwasher
		Sta 2 door repair & Sta 3 window repair
J Devens Inc. 🖌	1,330.84	Fuel Oil Station #1 on 03/09
sco	832.90	
sco	1,057.88	Fuel Oil STA # 3 on 03/13
sco /	513.16 /	Fuel Oil Station #1 on 02/22
iss Mutual 🦳	500.50	Sean Hatfield life policy
ass Mutual /	429.75	Ranndi Skuza Life policy
edical Warehouse 🥎	956.57	2023 blanket PO medical supplies
edical Warehouse	357.00	TS444 Adutl Hare-type traction splint
5	475.00 V	Red Emergency flares
es \	705.57 🗸	Uniforms and Badges
S \	284.95 V	compressor maintenance
s )	1,362.00	Low Rider Helmet
s /	475.00	Red Booster hose
s /		Uniforms, PPE, batteries, & SCBA flow test
		SVC 03/23 STA #2
		March NYS employee health ins program
		Repair radio unit 47-31
		Shorten drop tube & replace filter on diesel tank
		STA 1 Internet Svc. 03/08-04/07
		STA 2 Internet SVC. 03/16 04/15
		SAT 3 Internet Svc. 03/08-04/07
timum		STA 2 Cable SVC 03/08/-04/04
timum /	41.94	2023 Annual meetings notice
timum	1,618.13	2016 Chevy Tahoe replacement brakes battery
	S S S S S S S S S S S S S S S S S S S	475.00         S       705.57         S       284.95         S       1,362.00         S       475.00         S       1,362.00         S       475.00         S       1,732.36         rphy Sand and Gravel       300.00         S       116,252.24         COMCO       845.00         tima Environmental Services       991.50         timum       131.41         timum       184.24         timum       71.73

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Precision Automotive	665.61 V	Unit 47-98 Replace alternator
Premier Fire apparatus	5,446.26 V	Maintenance and repair unit 47-22
Premier Fire apparatus	942.22 🗸	Repair in units: 47-12, 47-13
Redemption Mechanical <	1,470.00 🗸	Repair bolier STA# 1
Redemption Mechanical	375.00	Heater repair (boiler tune up and clean) STA #3
Redemption Mechanical	3,600.00 V	Install duckwork and celing registers for two offices STA #2
Redemption Mechanical	3,277.50 V	Service calls to Sta 1 & Sta 2
Ringsquared Telesom LLC	429.61	Telephone Station #2 & 3
Royal Carting	438.78	Garbage removal STA 1,2,3
Ruge's Chevrolet	1,052.61	47-89 Front & Rear brakes and rotor, PM
Ruge's Ford	1,666.25	Repairs on 47-72
Salesmsys.net V	462.50	Support exceeding purchase blocks of hours
Shelterpoint Life Ins	137.37	Vision insurance April 2023
Staples	39.48	Office supplies
Stryker	203.00 \ /	Lucas brand Stabilization strap
Stryker	2,540.11	McGrath video EMS larygoscope
Stryker	5,100.00	Life pack technical Svc. Agreement
Stryker	2,240.60	SVC agreement reventative power
Stryker Flex financial	15,134.08	EMS equipment agreement # 2210151845
The Workplace $$	2,365.00	Member physicals
Timely Payment Administrators	13,109.97	Vision & Dental Ins for 3 months in 2022
Tompkins	3,549.88	February 2023 Credit Card charges
Verizon //	910.62	Cell phones 02/02-03/01
Verizon	28.04	Modem SVC. (Lifepack modem lines)
Verizon Fios	70.99	Internet Svc. STA # 3
Verizon Flos	139.00	Cable & internet svc.
	336.83	Life insurance volunteers April 2023
Veso Life /	8,185.84	Hose pump tes/ladder test/pump testing
Waterway	400.00	2023 WCCFCA Annual menbership dues
WCCFCA V	4,692.74	Fuel / unleaded gasoline February charges
WEX V		Fuel / unleaded gasoane rebruary charges
TOTAL UNPAID BILLS	\$ 385,664.43	Payroll Processing for the week ended 02/26/23
Paychex	258.61 V	Payroll Processing for the week ended 02/26/25 Payroll Processing for the week ended 03/05/23
Paychex	258.61	
Paychex	254.83	Payroll Processing for the week ended 03/12/23
Paychex	266.17	Payroll Processing for the week ended 03/19/23
TOTAL PAID BILLS	\$ 1,038.22	
TOTAL BILLS TO APPROVE	\$ 386,702.65	
<u>Changes</u>		
		Commissioner's Signatures
<u>Commissioner's Signatures</u>		Commissioner s Signataries
03-28-23		
The 3/28/23		
	\$ 386,702.65	

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