



LAGRANGE FIRE DISTRICT

504 Freedom Plains Rd • Poughkeepsie, NY 12603



MINUTES BOARD OF FIRE COMMISSIONERS Regular Meeting – Tuesday, July 11th, 2023

ATTENDEES: Chairman Marc Komorsky
Commissioner Richard Sassi
Commissioner Barry Ward
EMS Administrator Michael Benenati
Secretary Bria Le
Commissioner George Burns
Commissioner Anthony Pignataro
Chief Tim O'Connor
Deputy Chief Anthony Champion (7:27)
Treasurer Mark Pozniak (7:54 via Teams)

At 6:05 pm, Chairman Marc Komorsky called the Board of Fire Commissioners Regular Meeting to order for Tuesday, July 11th, 2023, and led the Pledge of Allegiance. He welcomed everyone to the meeting.

MINUTES: - 6/13/23 Regular Meeting

Upon a MOTION made by Commissioner Burns and SECONDED by Commissioner Pignataro, the Board RESOLVED to approve the minutes of the 6/13/23 Regular Meeting. Burns – Aye, Pignataro – Aye, Ward – Aye, Sassi – Aye, Komorsky - abstain. **Motion Carried.**

CORRESPONDENCE:

- Check – NYS Division of Homeland Security for COVID Grant - \$561,666.66
- Check – NYS Division of Homeland Security for COVID Grant - \$15,237.64
- Check – Utica National Insurance Group reimbursement for damages - \$5,863.60.

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

Commissioner Pignataro thanked the Chief and everyone who worked on that grant. Chairman Komorsky stated it was very well done. He also stated he spoke to representatives from Utica, and the fire district is getting some money back as a result of his conversation. He is trying to get additional funds, but that will be reliant on Steve Turner speaking directly to the adjuster. This is regarding the compressor that burned at Station 3. Chairman Komorsky tried to explain to the people at Utica that this was done at prevailing wage, which is higher than other claims not paid at prevailing wage. The chairman did instruct Mr. Turner to call Secretary Le. Secretary Le stated that he had reached out to her already. Chairman Komorsky stated that Mr. Turner did reach out to the adjuster but has not heard back yet. Hopefully after that conversation more funds will be recouped.

- Correspondence from the Union - Chairman Komorsky stated this would be tabled for Executive Session discussion.

ROOM USE REQUESTS: - None

OLD BUSINESS/UNRESOLVED ITEMS:

- Station 2 Meeting Room Videoconferencing systems – Presentation by J. Harrington from Hudson Valley Audio Visual. Harrington gave a lengthy presentation on a microphone system for the Meeting Room that included the benefits of the system and how it works. Discussion followed on the system and the approximate cost. Commissioner Ward noted that the cost was over the bid requirements. Further

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discussion followed and Harrington agreed to write up specifications so they could move forward on the project.

- Station 3 Outside Fire - Commissioner Sassi stated this could be taken off the agenda until they speak to the adjuster again. Chief O'Connor stated he needed to replace the light that has been removed to install the ring camera.
- EMS Cost Recovery Program status update – Commissioner Sassi stated he has nothing new to report. He is waiting on the monthly report from Proclaim.
- Station 2 Brick Pointing – Commissioner Ward stated he will be reaching out to some masons.
- Station 1 & 3 Roof Replacement - Commissioner Ward stated they had a meeting and are waiting on the co-op company to see if they meet the appropriate bid requirements for the State. They are also waiting for updated quotes.
- Station 3 – Storage Room – Commissioner Ward stated nothing is happening with this.
- Station 1 Building Update – Commissioner Ward stated that they expect to have the initial digital phase done by the end of this month based on the estimates given to them.
- Door security and Camera status update – Commissioner Ward stated they have received a bill, so he is assuming it is all done. Jeff Lenkowski from Salemsys.net stated all three firehouses are set up with video surveillance. Everything is recorded to the Station 2 system. There is 36 TB of storage which should last between 90 and 120 days of video review. The interior cameras at all three houses are disabled until further notice. There is no audio on these cameras. The Chief has asked him to look into the cameras here and he was able to pull up footage. Commissioner Pignataro asked if they were color or black and white and Mr. Lenkowski stated color. Station 3 was completed this morning so he will be sending in the invoice. All cameras are aimed and labeled. At some point they just need to figure out who needs access to the system. Chairman Komorsky stated a few years ago they had someone who fired a rifle to the front entrance of Station 3. He asked if there was any audio there. Mr. Lenkowski said no. Commissioner Ward said they did not want audio because it raises more complications. Commissioner Sassi stated they need to put up signage regarding the cameras. Mr. Lenkowski asked if they wanted stickers or signs. Commissioner Sassi stated they should go under all the doors or in areas that are being videoed or at least on the outside doors saying that all areas are subject to video recording on these premises. Commissioner Pignataro asked if there was a legal requirement to have signs up about video recording. Commissioner Sassi said his understanding, after his conversation with the attorney, is that outside the building you have no expectation of privacy. When you get into the workspace it can be debatable. If you post the signs, everyone is on notice and it mitigates that issue. Commissioner Ward stated that right now none of the indoor spaces are being videoed recorded and suggested coupling this with a policy. Commissioner Pignataro stated they still have to work on the policy regarding access. Commissioner Ward stated the only person that has access right now is Mr. Lenkowski and it will stay that way until they decide something else. Commissioner Pignataro asked what the current policy regarding someone asking to review the video is. Commissioner Ward stated they should discuss that in executive session as it is part of another conversation. Mr. Lenkowski stated if he is out of the area, he does have someone else available to come and service the equipment. He

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did asked the Board to send something in writing as to exactly what is expected of him. The door access system has been fully installed and is online. Key fobs are still being issued to people who have not picked them up yet. He spoke with Mike Hackett and Rick Bollinger at Station 3 as they have not picked theirs up yet. He has training documentation for those that will be responsible for the system, he just needs to schedule a time to work with them and go over everything. Commissioner Ward stated one other thing discussed was that existing ID cards have an R function in them. He asked if there was any news on that. Mr. Lenkowski stated the new Key fobs use 48-bit coding. The old cards used 34-bit coding. They are waiting to hear back from Key Scan, the manufacturer of the system, to see if the two cards can coexist at the same time. If it will work, he will need to go into the old system and pull all the card numbers and add them to the existing system. Commissioner Ward stated if the old system works that would be great. If it doesn't, they will just have to issue new cards. Chairman Komorsky asked if there was a limit as to how many cards could be used on the system and Mr. Lenkowski said no. The cards are \$5.00 each. Chief O'Connor stated the keypad system came in hand last night. A lieutenant that responded last night didn't have his card with him, so he used the keypad to get into the building but couldn't get into his office. The Chief asked how much the keypads cost. Mr. Lenkowski will investigate that. Commissioner Ward asked if any doors still had keys. EMS Administrator Benenati stated the only one left was the one by the ready room. He feels that any time you add a keypad you compromise the system. The other challenge with the system is that the keys still work. There are a few that he and the Chief have disabled. They do need to get rid of the existing cores in all of the locks. Mr. Lenkowski stated that there is potential for someone to access the system and modify it from outside of the building, while working remote. There is an optional license for a web interface for the software that will make managing it far simpler. He does recommend the Board consider that. It is \$1,100. Commissioner Ward asked what the administrative access consisted of now. Mr. Lenkowski stated you need to be able to access the computer that runs the system and only one person can access it at a time. It has a user ID and password to get into the computer and to get into the software. Secretary Le, Chief O'Conner, Deputy Chief Champion, EMS Administrator Benenati and he all have accounts on it. Mr. Lenkowski stated the web connection would allow multiple people into the system at once. Commissioner Ward asked why you would want more than one person in the system at a time. Mr. Lenkowski stated one person could be looking at logs while another is working with the fobs. Commissioner Ward asked if a single person could access remotely and Mr. Lenkowski said yes, but the software option makes the system much easier to use as well. Chairman Komorsky asked if there was an alert system when someone enters the firehouse. Mr. Lenkowski said it could be set up that way. It would require a dial-up and be a much larger implementation. Commissioner Ward stated there is a log and video. Chairman Komorsky stated this is a concern. Mr. Lenkowski stated it would be for every door access. They cannot differentiate just when there is no call. They would have to physically go to the call log. Judy Coffin asked if there would still be keypads and fobs. Chairman Komorsky stated the system is not on 1 & 2 yet. Ms. Coffin asked if all the keypads were going to be removed when the fobs are all working, and Commissioner Ward said yes.

- ESO Reporting status update – Chief O'Connor stated there was no update at this time.
- Physical status updates – Commissioner Sassi stated there was no report at this time.
- Station 2 Landscaping – Secretary Le stated the vendor did agree to wait until the work was done and then get their full payment. The contract has been signed by Commissioner Burns and the vendor has been notified and should be starting soon.

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- Building Repairs/Repair Requests - there was nothing additional.

The following items were skipped over, as Deputy Chief Champion was on an emergency incident. They were discussed upon his return and after Chief O'Conner's report.

- Station 3 Boiler – Deputy Chief Champion stated he believes this is an ongoing process. Redemption just finished the A/C work at Station 3.
- Mechanic status update – Deputy Chief Champion stated they are waiting for the DOJ report to come back on the individual. Once they have that they will set him up to do his paperwork with Secretary Le and get started.
- Diesel Tank Accessories – Deputy Chief Champion stated he is still awaiting confirmation on being registered with New York State DEC PBS registry. He recommends getting the clock gauge and overflow protection that can be installed in the tank that is outside. The previous quote was \$2,209.53. He is waiting for an updated price since it has been a few months. He will move forward with it once they get more information. One of the concerns from a DEC representative in the area was that they need to have a secondary outside containment area, so Deputy Chief Champion is reaching out to see what the parameters are for that. Regarding the bollards work, given the fact that the Town Code is a 3-to-5-foot range with 4 foot being optimal his recommendation is seven additional bollards added to that area. He is unsure of the cost. He knows it is on the budget and was coming back to the Board with the quantity. He can reach out to try and get some prices.
- Station 2 Office Furniture – Deputy Chief Champion stated it is in shipment right now.
- HIPAA Compliance – Deputy Chief Champion stated this is a very large document. He did read through it once but has not made his full notes on it at this time. Commissioner Sassi stated they have a draft document for the Board to review.

NEW BUSINESS:

- Out of County Training Requests – Chief O'Conner stated he had a request for Rancourt, Trott, and Merritt to take the Active Threat Integrated Response Train the Trainer in Rockland County. This will enable them to do more in-house training. It is an ASHER class. It is a three-day course in October. There is no fee for the course, just their salaries. They will go back and forth each day. Most of the training is currently facilitated by Arlington and they wanted to be able to bring some of that back here. Chairman Komorsky asked if it was a train the trainer class why do they need to send three people. Chief O'Connor stated that makes it more efficient. It is not always easy to rely on just one person all the time. They can train in a larger group with three instructors. Currently, Rancourt is the liaison to Dutchess County. Commissioner Sassi stated he had no problem with sending the two trainers but three people seemed a little much. Chief O'Connor stated Trott is the MTO, Marriott is being geared up to do more EMS training which is primarily what an ASHER event is.

Upon a MOTION made by Commissioner Ward and SECONDED by Commissioner Burns, the Board RESOLVED to approve sending three people to attend the Active Threat Integrated Response Train-the-Trainer in Rockland County. Burns – Aye, Pignataro – Aye, Ward – Aye, Sassi – Nay, Komorsky - Nay. **Motion Carried.**

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Chairman Komorsky stated he feels Merritt is better served staying here with all the EMS things happening here. It is a Train-the-Trainer class, so the others can teach him when they come back. Commissioner Ward stated that this activity is primarily an EMS operation. Chief O'Connor stated Merritt created the current program that they have.

Chief O'Connor stated that Randi Port was supposed to attend a Fire Instructor I class in county at the Dutchess County training center. That class has been postponed and one of the days it has been rescheduled for she is no longer able to attend. There are classes that will be coming up in Ulster County, Westchester County, Albany, or Montour. This is one of the first classes needed if you want to go on to become an officer. He is not sure when it will be rescheduled for, and if she will be able to attend. He is looking to get permission to sign her up when the class becomes available so that she can attend as they fill up within hours of being posted. Commissioner Ward stated this is not critical to the operation and he feels they can wait until the next class is offered locally. At this point they don't know if it will be an overnight class. Chief O'Connor stated potentially the most expensive class would be the one in Albany. Westchester and Ulster would be daily travel. Montour the class is paid for, so it is just meals and lodging which is minimal. Chairman Komorsky asked Commissioner Ward how you handle getting someone in a class that fills so quickly. Commissioner Ward stated they are low priority for out of county classes. It will be hard to get into it. Chief O'Connor said if you sign up quickly, you are in. Commissioner Ward stated his initial concern was travel, but it doesn't matter where it is, they will have to travel. Commissioner Sassi stated travel to Montour or Albany is different than to Ulster or Westchester Counties, as they don't know if the class is for a straight week or every Wednesday, for example. Chief O'Connor stated it is normally one week or two weekends. Commissioner Sassi stated he agrees with it in concept. He would just like to know exactly when it is scheduled for and where. Chief O'Connor stated he has no idea when it will be released. Commissioner Pignataro they could give the chief permission to sign her up and then rescinded it if the location is too far. Chief O'Connor stated it is easier to pull somebody out of class than get them into it. Commissioner Ward stated that the travel time between driving back and forth to Montour one time is probably close to traveling back and forth to Westchester or Ulster every day for a week.

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to approve the Chief signing Randi Port up to attend out of county fire training for Fire Instructor I, conditional of the Chief reporting back as where the class is. If the Board is no longer in agreement, she will be removed from the class. Pignataro – Aye, Burns – Aye, Ward – Aye, Sassi – Aye, Komorsky – Aye.

Motion Carried.

- Station 3 Front Entry Door -Chief O'Connor stated that the main door at Station 3 was falling apart. There were multiple locks on it. He has asked for a quote to replace the door and it came in at \$4,796 which is within the Chiefs \$5,000 purchasing limit. He would use the existing lock on it until they have the new system in place. Chairman Komorsky asked if any commissioners had any issues with this and there were none. Commissioner Pignataro stated he appreciates the Chief bringing this to them beforehand.

Upon a MOTION made by Commissioner Burns and SECONDED by Commissioner Ward, the Board RESOLVED to approve the purchase of a replacement door at the cost of \$4,796.00. Pignataro – Aye, Burns – Aye, Ward – Aye, Sassi – Aye, Komorsky – Aye.

Motion Carried.

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- Harriet C. Weber Leadership Award – Chief O’Conner stated EMS Administrator Benenati previously received this award from Dutchess County and has now been given the same award from the Hudson Valley Regional EMS Council. The Board congratulated him.

REPORTS: (by officers present)

- **Treasurer** – Treasurer Pozniak stated he had no report at this time. Commissioner Sassi said he spoke to ProClaim today and they should have their reports by the 15th.
- **Chief Tim O’Connor** stated he is not sure he will be available for the meeting on the 25th.
Notable Incidents: The Chief stated that it has been a crazy few days and a lengthy discussion followed regarding the recent swiftwater rescue events. The EMS Administrator stated they have all been so busy over the last few days and he wanted to thank those that came back off duty to assist with these calls. Chairman Komorsky stated everyone has been doing a great job. He has heard back that the empathy and comfort for the people involved has been noticed as well. Chief O’Connor stated he appreciates the support they get for training as it shows in events such as these.

PERSONNEL: Chief O’Connor stated the three probies are now on three different groups. They are now concentrating on their EMS training to get them cleared to be paramedics. Overall, they are doing great. He stated they need to set a date to swear in the two new hires they haven’t talked about. Their target start date is August 14 as they have to be on payroll before the 15th. He suggested holding a special meeting for this. The next Commissioner meeting is on August 8 so possibly they could do it the Thursday after that. They are still waiting on the start date for the academy. It should still be sometime between early and mid-September. EMS Administrator Benenati suggested having a special meeting prior to the start of the August 8 meeting. It was decided that they will hold a special meeting on August 8 at 5:30 PM for the new hire appointments and swearing in. The regular meeting will start at 7 PM that night.

EXECUTIVE SESSION: Chief O’Connor said for executive session he has one personnel issue.

- **EMS Administrator Michael Benenati** - EMS Administrator Benenati stated he needs signatures for the Controlled Substances Semiannual Report.
- **Deputy Chief Anthony Champion** – stated he will be coordinating with the lieutenant to get a mobile radio in the new 97. He will also be working to figure out additional equipment that is needed. They discovered it was lacking some equipment when they went to Orange County. Usually when they go out of area, they take the rescue. They will work on coming up with a check sheet of things that need to be grabbed when they have to take this truck.

The Deputy Chief has reached out to Ingersoll-Rand regarding moving forward with getting the compressor. He has not received an estimated time of delivery. The Board has received the latest mechanical report sent out by Lieutenant Martel on the fourth and there has been no change since then.

- **Department** – no report

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- **Union** – no report

PUBLIC COMMENTS:

At 7:58 PM, Komorsky opened the meeting to public comments. There were none.

ABSTRACT: \$262,246.16

Upon a MOTION made by Burns and SECONDED by Ward, the Board RESOLVED to pay the bills for the Month of June as per the abstract for \$262,246.16. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion carried.**

Chief O’Conner stated that during the heatwave and before the a/c units were serviced at Station 3, there was an issue with the room that houses the server and it got to 97 degrees. He would like to put a small a/c unit in there. Chairman Komorsky agreed. The Board agreed with this.

EXECUTIVE SESSION:

At 8:01 PM, upon a MOTION made by Sassi and SECONDED by Burns, the Board RESOLVED to go into Executive Session to discuss 3 personnel items from the Board, 1 personnel item from the Chief, and 1 contractual item from Commissioner Sassi. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion carried.**

OPEN SESSION:

At 9:50 PM the Board resumed Open Session. EMS Administrator Benenati left the meeting. Chairman Komorsky stated they will hold a special meeting on Wednesday, July 12th at 8:00 PM to discuss a personnel matter and go right into Executive Session.

HIRING:

Upon a MOTION made by Pignataro and SECONDED by Burns, the Board RESOLVED to hire Jen Kaiser as full-time provisional bookkeeper at a rate of \$25.00 after the successful completion of the DOJ investigation/background check. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion carried.**

Komorsky asked if there were any other comments from the Board. There were none. He asked if there were any other comments from the public. There were none.

PREPARE 7/25/23 MEETING AGENDA: Secretary Le will prepare this.

ADJOURNMENT:

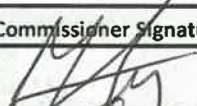



At 9:52 PM, upon a Motion made by Pignataro and SECONDED by Burns, the Board RESOLVED to adjourn the meeting. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion carried.**

Respectfully submitted by Julie Beyer on behalf of Bria Le – District Secretary
Approved by the Board of Fire Commissioners on 7/25/23

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VENDOR	Amount Due	PO #	Due Date	7/11/2023
911 Uniforms ✓	\$ 80.00	12317		Uniform shirts Benenati
Bottini Fuel >	\$ 1,822.70	12352		Diesel fuel 6/22/23
Bottini Fuel >	\$ 1,787.46	12353		Diesel fuel & Propane deliveries 7/6/23
Cardinal Health ✓	\$ 32.21	12321		Medications
Central Hudson >	\$ 937.16	12344		Station 1 electric charges 5/18 - 6/19
Central Hudson >	\$ 1,430.55	12336		Station 2 electric, gas, & area light 5/5 - 6/5
Dutchess Community College ✓	\$ 700.00	12354		Summer semester course - EMT Original
Everdixie EMS Supply ✓	\$ 598.75	5347		Medications
Frontier Communications ✓	\$ 142.00	12346		Station 1 phone service 6/25 - 7/24
Grainger ✓	\$ 985.59	12331		File cabinet for office
HG Page ✓	\$ 169.99	5334		Wheelbarrow for Station 1
Hudson Valley Audio Visual ✓	\$ 5,245.60	12214		Projector replacement at Station 2
Jackson Lewis ✓	\$ 16,869.50	12345		Professional services for May 2023
John A Giaimo & Sons >	\$ 2,450.00	12364		Station 3 electrical work
John A Giaimo & Sons >	\$ 680.00	12365		Station 2 electrical work
Julie Beyer ✓	\$ 180.00			Transcription of Minutes June 2023
K & J Devens ✓	\$ 2,689.00	12347		Station 2 storage room shelving
Medical Warehouse >	\$ 443.22			Expendable medical supplies
Medical Warehouse >	\$ 243.31			Expendable medical supplies
Medical Warehouse >	\$ 198.14			Expendable medical supplies
Medical Warehouse >	\$ 295.07			Expendable medical supplies
Medical Warehouse >	\$ 75.91			Expendable medical supplies
Medical Warehouse >	\$ 7.95	12358		Medical supplies
Municipal Emergency Services (MES)	\$ 1,531.00	5261		Lt. Class A uniform items
Municipal Emergency Services (MES)	\$ 175.00			Uniform items - Kile
Municipal Emergency Services (MES)	\$ 2,693.50			T-Shirt order for FF & Officers
Municipal Emergency Services (MES)	\$ No 78.00			New Hire shorts
Municipal Emergency Services (MES)	\$ 10.00			Uniform alteration (swap EMT patch w/medic)
Municipal Emergency Services (MES)	\$ 1,860.00			Uniform shirts for new hires
Municipal Emergency Services (MES)	\$ 175.00			Uniform items - Skuza
Municipal Emergency Services (MES)	\$ 347.42			PPE repair
Municipal Emergency Services (MES)	\$ 210.00	12367		Hydro-testing
Municipal Emergency Services (MES)	\$ 337.50	12368		Uniform shirts - Lt. Ryan
NFPA ✓	\$ 175.00	12361		Chief membership
NYS Academy of Fire Science ✓	\$ 13,460.00	12342		Montour Academy fees
Optimum ✓	\$ 191.41	12337		Station 2 internet service 5/16 - 6/15
Paychex of New York ✓	\$ 1,075.54	12319		Payroll processing fees 6/11 - 7/2
Precision Automotive ✓	\$ 2,434.24	12332		47-1 replace front end
Premier Fire Apparatus ✓	\$ 2,179.69	12360		47-11 repairs
Redemption Mechanical ✓	\$ 7,500.00	12362		Station 3 condenser replacement
Royal Carting ✓	\$ 469.48			Waste Removal Services June 2023
Ruge's Ford >	\$ 423.46	5380		47-72 inspection, mount tires, & oil leak repair
Ruge's Ford >	\$ 1,375.72	12366		Repairs/inspection on 47-71, 47-72, & 47-73
Salemsys.net >	\$ 23,612.00	12350		Station 2 video surveillance system
Salemsys.net >	\$ 32,075.00	12349		Station 2 access control system
Salemsys.net >	\$ 12,238.00	12351		Station 1 video surveillance system
Security Mutual Life Ins. ✓	\$ 1,033.25	12334		Individual life insurance for 2 staff members
Shelterpoint ✓	\$ 137.37	12343		Vision Insurance August 2023
State of NY (NYSHIP) ✓	\$ 112,027.74	12363		Employee health insurance August 2023
Teleflex ✓	\$ 1,795.50	12338		Medical Equipment
The Workplace ✓	\$ 1,818.00	12348		Member Physicals June 2023
Tompkins Cardmember Services ✓	\$ 717.54	12359		June 2023 credit card purchases
Verizon ✓	\$ 139.00	12333		Station 2 FIOS Services 6/15 - 7/14
Verizon Wireless ✓	\$ 28.00	12335		Phone lines for Lifepak modems 5/11 - 6/10
VESO Life ✓	\$ 349.61			Volunteer Life insurance August 2023
WEX Bank	\$ 1,587.08	12357		Fuel card purchases - June 2023
TOTAL SUBMITTED	\$ 262,324.16		Date:	Commissioner Signatures: ON BACK

TOTAL SUBMITTED <i>from front</i>		\$ 262,324.16	Date:	Commissioner Signatures:
changes listed:	-	78.00	7/11/23	
		78.00	7/11/23	
			7/11/23	
TOTAL APPROVED		262,246.16	7/11/23	
KEY:				
pre-paid				
Paid				