

504 Freedom Plains Rd • Poughkeepsie, NY 12603



MINUTES BOARD OF FIRE COMMISSIONERS Regular Meeting – Tuesday, September 26th, 2023

ATTENDEES: Chairman Marc Komorsky Commissioner Richard Sassi

Commissioner Anthony Pignataro Commissioner Barry Ward

Commissioner George Burns Chief Tim O'Connor

Deputy Chief Anthony Champion (via teams)

EMS Administrator Michael Benenati Treasurer Mark Pozniak (via Teams)

Secretary Bria Le

At 6:05 pm, Chairman Marc Komorsky called the Board of Fire Commissioners Regular Meeting to order for Tuesday, September 26th, 2023, and led the Pledge of Allegiance. He welcomed everyone to the meeting.

MINUTES: - 9/12/23 Regular Meeting and 9/20/23 Special Meeting

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to approve the minutes of the 9/12/23 Regular Meeting. Pignataro – Aye, Ward – Aye, Burns – Aye, Sassi – Aye, Komorsky - Aye. **Motion Carried.**

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to approve the minutes of the 9/20/23 Special Meeting. Sassi – Aye, Pignataro – Aye, Burns – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried.**

CORRESPONDENCE: -

Donation from James L. McPhee for \$250.00

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

Chairman Komorsky asked that a thank you card be sent on the Board's behalf.

- Thank you card from Ray Wilson copies will be put in responding staff's files.
- Thank you card from Senator Rob Rolison copies will be put into responding staff's files.
- Resignation letter from Daniel Carr

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Sassi, the Board RESOLVED to accept Daniel Carr's resignation effective 9/14/23. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried.**

- Letter from Thomas Martell tabled until after Executive Session
- Letter from NYS DOH for Harriet C. Weber Award EMS Leadership Award for Michael Benenati. A copy of the letter will be put into his file and the Board congratulated him.

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ROOM USE REQUESTS: - None

OLD BUSINESS/UNRESOLVED ITEMS:

- Station 1 Building update – Design to Phase 1 Bid - Commissioner Ward stated there was information from CPL in everyone's packets and he asked the Board to approve the Design to Phase 1 bid document for \$42,000.00. The purchase order will need to be sent to execute this. Commissioner Burns asked how they would be dealing with the asbestos and Commissioner Ward stated that would be built into the schematics and the documents they need to prepare. This portion is just for this design engineering work. There will be a specialized vendor brought in for that portion.

Upon a MOTION made by Commissioner Ward and SECONDED by Commissioner Sassi, the Board RESOLVED to approve the Station 1 Interior Renovations – Design to Phase 1 Bid (as attached) for \$42,000.00. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried.**

- Station 1 & 3 Roof Replacement Commissioner Ward stated Station 3 is currently being worked on and they should move to Station 1 next week.
- Station 3 Storage Room Commissioner Ward stated nothing has been done yet.
- Station 2 Brick Pointing Commissioner Ward said he has not heard back from Greg yet.
- Door security and Camera status update Commissioner Ward stated the installation work is completed. Photos need to be taken for a couple of Commissioners in order to issue their ID cards. They are working on an agreement with the Union for a policy on the use of the internal cameras.
- Physicals status update Commissioner Sassi stated they are using both Tek and The Workplace. There is no further update at this time.
- ESO Reporting status update Chief O'Connor said there is no additional information at this time.
- Grant update Chief O'Conner said the meeting had to be postponed until the following week. He will hopefully have information at the next meeting.
- Station 2 Meeting Room Videoconferencing system –Deputy Chief Champion stated they are reviewing the specs that were submitted and moving forward with the process.
- Diesel Tank Accessories Deputy Chief Champion stated he is following up with the vendor about putting in the bollards. The registration with New York State has been submitted and they will notify him when everything is set.
- HIPAA Compliance Deputy Chief Champion and EMS Administrator Benenati stated this is a work in progress.

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Building Repairs/Repair Requests –
 Kitchen Hood Cleaning - Deputy Chief Champion stated all the work has been completed.

NEW BUSINESS: -

Out of County Training Requests

Chief O'Conner stated there is a CME training at Westchester Medical Center on Monday, October 2^{nd} from 12-5 PM and Seth Pierson has requested to go. There is no cost, and he is taking his personnel vehicle.

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to approve Seith Pierson to attend a Westchester Medical Pediatric Seminar on October 2, 2023. Pignataro – Aye, Ward – Aye, Burns – Aye, Sassi – Aye, Komorsky - Aye. **Motion Carried**

- LOSAP Chairman Komorsky stated all commissioners need to review it. It also needs to be posted for 30 days then bring back the list to clean up the rolls.
- Chairman Komorsky addressed the draft budget. The copies were in the Board's packets for their review.

REPORTS: (by officers present)

• Treasurer -

Treasurer Pozniak stated that the Board will needs to adopt a preliminary budget at this meeting. They had been given a copy to review. The two new income lines for EMS recovery and the SAFER grant have been added; it makes it a more accurate budget.

Upon a MOTION made by Commissioner Ward and SECONDED by Commissioner Burns, the Board RESOLVED to go with the SAFER projection, plan B, for the 2024 preliminary budget for a total of \$11,599,715.00. Pignataro – Aye, Ward – Aye, Burns – Aye, Sassi – Aye, Komorsky - Aye. **Motion Carried**

Treasurer Pozniak stated that the budget hearing is only three weeks away. Commissioner Pignataro asked if the Board could be informed if/what any left over funds from the grant funds and recovery. Commissioner Ward stated that should be done after the tax funds are received, as they may need to help before those funds are received.

• Chief Tim O'Connor -

<u>Notable Incidents</u> - Chief O'Connor stated there was a mutual aid call to Fairview for a fire in a factory near the hospital. LaGrange was staged in a place to cover if the fire extended to the AT&T building. They also helped pick up the 5" hose during clean up.

<u>Personnel</u> – FF/Paramedics Matt Borne (Group 1) and Jack Rand (Group 2) are now full-fledged members of their groups. Also, Seth Pierson and Louis Tambini are doing well with the academy.

Executive - Chief O'Connor has two personnel items for Executive Session.

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Commissioner Sassi asked if anything had been done for Chris Lane. Chief O'Connor stated Deputy Chief Champion is working on that. The Deputy Chief said he will pick up the plaque upon his return. A retirement party has not been scheduled yet.

• EMS Administrator Michael Benenati -

Updates - EMS Administrator Benenati stated they have had two controlled substance replacements for controlled substances administered to patients. He has worked with notifying the region to onboard Tambini and Pierson, and creating their physical CME files. They have created Tambini's online file and copied over his certifications. He does need an ACLS class and a CME and certifications for the their systems. The software they use for their control system blocks had some prep for the files in them, so he had to work with tech support to correct that. He worked with Jacob Rand, who went online as a paramedic on September 22, 2023 and Matt Bourne who went online as a paramedic on September 19, 2023. He is completing the files as well. He has completed the review of Brendan Whelan's CME's. He expires 12/31/23. Mr. Whelan submitted his packet to EMS Administrator Benenati for submission to NYS Region. That packet is now waiting Scott Merritt's review and signature and then it will get sent to the Medical Director before it goes to the State. EMS Administrator Benenati reviewed Chief O'Connor's CME file as he expires 12/31/23 as well. They met to go over his file. There was a call audit this morning with Vasser Brothers Medical Center that went very well. He has reviewed and updated all EMT and paramedic certifications, updated expiration dates, and updated records based on New York State portal. He has been working with the Deputy Chief on the Tahoe conversion specifications. He worked on CME files and software files. He has begun reviewing Tom Martell's CME files, as he expires in 2024. They worked together to secure an ACLS class that was needed. He did the review of shift packets and updated some warehouse software personnel records. There are still a lot of open backed up training files. Randi Port is changing over all her records to her married name, Randi Skuza.

Deputy Chief Anthony Champion –

<u>Updates</u> - Deputy Chief Champion stated that Ingersoll-Rand came in and certified the installation of the compressor. It is set up and covered under warranty. The specs for the new Tahoe's are in finalization and anticipated for the next board meeting. He thanked the Board for covering accommodations and incidentals for The New Executive Chief Officer class, which he attended in Albany last week. It was very beneficial. It was good for progressive training and networking. There are a lot of people with the same issues, so it was nice to discuss those. He does not have an updated mechanical report at this time, but will try to get one to the Board next Monday. They are working together to come up with a format and then the report will get submitted directly to the Board.

- **Department** no report.
- Union no report.

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ABSTRACT: \$158,640.02

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to pay the bills for the Month of September as per the abstract for \$158,640.02. Pignataro – Aye, Burns– Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion carried.**

PUBLIC COMMENTS:

At 6:37 PM, Chairman Komorsky opened the meeting to public comments. There were none.

EXECUTIVE SESSION:

At 6:38 PM, upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to go into Executive Session to discuss three personnel items from the Chief, two personnel items from the Board, and one personnel item from Commissioner Pignataro, and three personnel & one contractual item from Commissioner Sassi. Pignataro – Aye, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky – Aye. **Motion carried.**

OPEN SESSION:

At 20:14 PM the Board resumed Open Session.

CORRESPONDENCE: (cont.)

Upon a MOTION made by Commissioner Sassi and SECONDED by Commissioner Ward, the Board RESOLVED to accept Tom Martell's letter which indicates that, effective October 1, 2023, he is going to take a voluntary demotion from a position of Fire Lieutenant in LaGrange Fire District to Firefighter. Pignataro – Nay, Burns – Aye, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried.**

Commissioner Ward clarified that his status with Civil Service is Firefighter, but his position with the LaGrange Fire District is still Firefighter/Paramedic. Payroll will be adjusted accordingly.

Chairman Komorsky stated that Tim O'Connor submitted his retirement letter effective October 29th, 2023.

Upon a MOTION made by Commissioner Pignataro and SECONDED by Commissioner Sassi, the Board RESOLVED to accept the retirement notice from Tim O'Connor. Pignataro – Aye, Burns – Nay, Sassi – Aye, Ward – Aye, Komorsky - Aye. **Motion Carried.**

Chairman Komorsky asked Secretary Le to post notices for a meeting of the Board of Fire Commissioner for Tuesday, October 3rd at 6 PM.

PREPARE 10/12/23 MEETING AGENDA: Secretary Le will prepare this.

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LAGRANGE FIRE DISTRICT 504 Freedom Plains Rd • Poughkeepsie, NY 12603



ADJOURNMENT:

At 20:18 PM, upon a Motion made by Commissioner Sassi and SECONDED by Commissioner Pignataro, 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 10/10/23



September 12, 2023

Barry Ward LaGrange Fire Department 2388 Route 82 Lagrangeville, NY 12540

Re: Station 1 Interior Renovations – Design to Phase 1 Bid

Dear Barry,

Scope of Services

To date, CPL has completed a programming study for the design and phasing of the interior renovations of Station 1. The study was completed with an owner-provided proposed floor plan and it included splitting the construction into (3) three phases. This proposal's scope of work will include designing an overall layout similar to the owner-provided plan but removing work within the existing kitchen. Once the overall layout is approved, CPL will create bid documents for the first phase of work. CPL will also assist the fire department in publicly bidding the project. The services included in this proposal are broken down into the follow tasks:

TASK 1: Schematic Design

Professional design services will include creating an overall floor plan for all (3) phases of work using the owner provided floor plan as a starting point. CPL will re-work that floor plan to remove all work within the kitchen and make adjustments as needed to keep the existing kitchen walls and appliances in place.

TASK 2: Construction Documents Phase 1

Professional design services related to creating construction documents for all work within Phase 1 (see provided phasing plan). Construction documents will include drawings, technical specifications, and front-end specifications required for posting a public bid.

TASK 3: Bid Phase 1

Professional services related to assisting the fire department with publicly bidding the project. This will include attending a pre-bid walkthrough at Station 1, answering any RFIs in the form of an addendum, attending a bid opening at Station 1, providing the fire department with a recommendation letter for awarding the contracts, and issuing a notice of award.



Compensation

Oui	r fee	proposal	breakdown	on a task	basis to	complete th	e work d	described	above is as	follows:

Task 1: Schematic Design – Lump Sum	\$ 7,000.00
Task 2: Construction Documents Phase 1 – Lump Sum	\$ 30,000.00
Task 3: Bid Phase 1 – Lump Sum	\$ 5,000.00

LUMP SUM TOTAL \$ 42,000.00

We will submit invoices monthly, as the work progresses.

This proposal is based on a lump sum fee total broken down per phase. If you wish to proceed with any individual task, please initial the respective task requested if all tasks are not desired.

Please provide an authorized signature in the designated space below and return one copy or provide an executed purchase order.

Please contact us if you have any questions or require any additional information. We look forward to this opportunity to be of service to the LaGrange Fire Department.

Very truly yours,

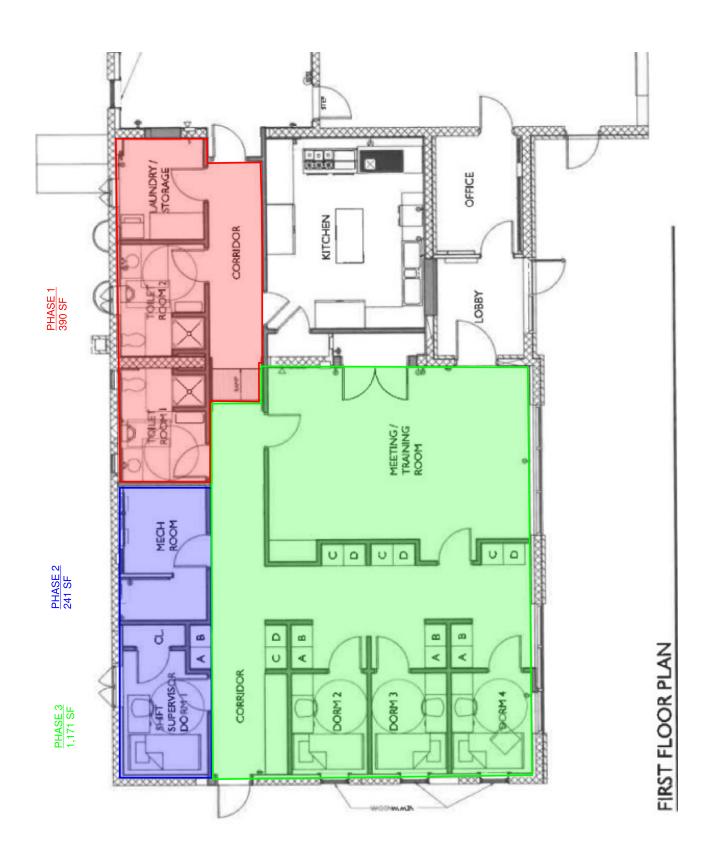
CPL

Greg Bolner Principal Associate

Proposal Accepted By:

Signature: _____ Date: _____

LaGrange Fire Department



LaGr	ange	Fire	Dist	trict

LaGrange Fire District				
2024 Proposed Budget	Adopted	Proposed		
	2023	2024		
Estimated Revenues				
1001 · Real Property Taxes	9,225,000	9,817,245	C 430/	
10xx · Payments in Lieu of Taxes (PILOT)	9,225,000	95,000	6.42% #DIV/0!	
2401 · Interest and Earnings	10,300	16,488	•	
2705 · Gifts and Donations	1,000	1,000	60.08%	
2771 · EMS Cost Recovery	250,000		0.00%	
	85,000	419,500	67.80%	
3210 · Insurance Dividends	,	95,000	11.76%	
3500 · Reimbursement Income	10,000 20,000	5,000	-50.00%	
3524 · Ref of Exp - Personnel Services	1,150,000	10,000	-50.00%	
4389 · Federal Grant (SAFER) Total Estimated Revenues		1,140,482	-0.83%	
Total Estimated Revenues	10,751,300	11,599,715	7.89%	
<u>Appropriations</u>				
1 · Personal Services				
7322 · Payroll	4,858,500	5,120,000	5.38%	
Total 7322 · Payroll	4,858,500	5,120,000	5.38%	
Total 1 · Personal Services	4,858,500	5,120,000	5.38%	
2 · Equipment & Capital Expenditures				
7000 · Equipment				
7010 · Equipment - Fire & Rescue	100,000	55,000	-45.00%	
7019 · Equipment - IT & Admin	15,000	0	-100.00%	
Total 7000 · Equipment	115,000	55,000	-52.17%	
7020 · Capital Expenditures	110,000	00,000	32.1770	
7021 · Land	0		#DIV/0!	
7022 · Buildings	0		#DIV/0!	
7023 · Apparatus	0		#DIV/0!	
Total 7020 · Capital Expenditures	0	0	#DIV/0!	
7030 · Transfers to Reserves	O	O	#DIV/U!	
7031 · Transfer to Land and Building Reserve	340,000	400,000	17.65%	
7032 · Transfer to Apparatus Reserve	510,000	600,000	17.65%	
7033 · Transfer to Equipment Reserve	50,000	210,000		
Total 7020 · Transfers to Reserves	900,000	1,210,000	320.00%	
Total 7020 · Transiers to neserves	900,000	1,210,000	34.44%	
Total 2 · Equipment & Capital Expenditures	1,015,000	1,265,000	24.63%	
4 · Contractual & Other Expenses				
5000 · Blanket Accident Ins	100,000	100,000	0.00%	
5500 · Contingency	25,000	25,000	0.00%	
6000 · Buildings & Ground				
6020 · Fuel	45,000	47,500	5.56%	
	52,500	57,500	9.52%	
6030 · Electricity	32,300	- ,		
6030 · Electricity 6040 · R & S Buildings and Grounds	160,000	175,000	9.38%	

2023	2024	
	-	
65,000	66,500	2.31%
182,500	183,000	0.27%
40,000	75,000	87.50%
50,000	51,000	2.00%
23,000	24,000	4.35%
22,000	22,500	2.27%
3,000	3,100	3.33%
35,000	36,000	2.86%
500	500	0.0%
12,000	12,000	0.00%
750	900	20.00%
500	550	10.00%
8,250	14,000	69.70%
105,000	140,000	33.33%
25,000	25,000	0.00%
40,000	42,000	5.00%
10,000	5,000	-50.00%
30,000	31,000	3.33%
5,000	6,000	20.00%
45,000	46,500	3.33%
250	260	4.00%
3,750	4,000	6.67%
1,089,000	1,193,810	9.62%
15 000	10 505	
		30.17%
	*	5.00%
		2.86%
		10.00%
		7.00%
		4.82%
		-0.72%
		5.00%
		6.81%
		5.00%
		32.00%
3,788,800	4,020,905	6.13%
0	0	
0	0	
0	0	#DIV/0!
10,751,300	11,599,715	7.89%
0	0	
0	0	
	182,500 40,000 50,000 23,000 22,000 3,000 35,000 500 12,000 750 500 8,250 105,000 40,000 10,000 30,000 5,000 45,000 250 3,750 1,089,000 15,000 21,000 70,000 10,000 1,362,800 16,600 1,075,700 84,000 366,700 517,000 250,000 3,788,800	65,000 66,500 182,500 183,000 40,000 75,000 50,000 51,000 23,000 24,000 22,000 22,500 3,000 36,000 500 500 500 500 750 900 500 550 8,250 14,000 105,000 140,000 25,000 25,000 40,000 42,000 10,000 5,000 45,000 46,500 250 260 3,750 4,000 1,089,000 1,193,810 15,000 19,525 21,000 22,050 70,000 72,000 10,000 11,000 1,362,800 1,458,200 16,600 17,400 1,075,700 1,068,000 84,000 391,680 517,000 542,850 250,000 330,000 3,788,800

VENDOR		Amount Due	PO#	9/26/2023
Ameritas Life Ins Corp of NY	\$	839.73	12615	Dental insurance coverage 10/1/23-10/31/23
Anthony Champion	\$	448.50	2023-BL	Reimburse DC for Per diem T&E expenses
Bottini Fuel 🗸	\$	1,723.20	12584	Diesel fuel state bid
Central Hudson	\$	✓ 32.59	12609	Station 3 electric area light
Central Hudson	\$	√ 1,088.78	12597	Station 3 electric
Central Hudson	\$	√ 6,340.48	12614	Station 2 electric (May 2023-August 2023) Researching re-bills
CPL Architecture Engineering Planning	\$	√ 592.17	12591	Professional svcs station 1 interior renovation
CPL Architecture Engineering Planning	\$	703.20	12590	Professional svcs stations 1 & 3 roof
Cryo Weld Corp √	\$	√ 72.50	12611	Compressed oxygen tanks
File of Life Foundation, Inc.	\$	1 990.77	12617	Magnets for Senator Rolison golden gather event
H.G. Page Lumber√	\$	123.76	5429	Repair parts
HOODZ of the Mid hudson Valley.	\$	2,250.00	12566	Cleaning of exhaust system Hoods in all stations kitchens
Ingersoil-Rand Company 🗸	\$	√ 1,478.87	12530	Install service for compressor and parts
John Giaimo & Son, Inc.	\$	√ 428.82	12579	Hook up new air compressor station 2 parts/labor
John Giaimo & Son, Inc.	\$	4 20.09	12612	UP 5 outlet for repeater at Redi tower
Julie Beyer 🗸	\$	180.00	2023-BL	9/12/23 meeting transcription
LB Landscaping	\$	280.00	12606	Lawn maintenance station 3 9/12 & 9/19
Manpower	\$	√ 855.60	12610	Office work w/e 9/10/23
Manpower /	\$	√ 1,004.26	12605	Office work w/e 9/17/23
MassMutual Financial Group	\$	√ 418.50	12587	Life Insurance-Career
MassMutual Financial Group	\$	424.00	12586	Life Insurance-Career
Medical Warehouse	\$	√ 784.86	2023MB	Medical supplies
Medical Warehouse	\$	£ 18.67	5408	Medications
Medical Warehouse	\$	203.53	2023MB	Medical supplies
Mobilier De Bureau Logiflex, Inc.	\$	√ 1,915.20	12339	Furniture for DC office
Municipal Emergency Services (MES)	\$	17.25	12599	Uniform belt for mechanic
Municipal Emergency Services (MES)	\$	192.00	12583	Career staff Uniform Pants
Municipal Emergency Services (MES)	\$	1 244.00	5392	Replacement suspenders
Municipal Emergency Services (MES)	\$	£369.00	5391	Survivor lights for new hires
Municipal Emergency Services (MES)	\$	678.00	5410	LED lights & batteries for survivor flash lights
Municipal Emergency Services (MES)	\$	191.50	12594	Career staff uniforms for new hires
Municipal Emergency Services (MES)	\$	1 92.30	5387	NRS drysuit repair
Municipal Emergency Services (MES)	\$	£56.00	12600	Career staff company pants
NYSHIP V	\$	√125,071.92	12619	Oct 2023 Health Insurance premium
Optimum /	\$	√195.67	12596	Station 2 cable & internet service
Sarjo Industries, Inc.	\$	√ 56.67	5401	Safety equipment
Sarjo Industries, Inc.	\$	1 ,114.98	5399	Parts for mechanic
ShelterPoint Life Ins Company	\$	137.37	12592	Vision insurance monthly premium for Oct 2023
Stryker Sales Corp	\$	1,574.20	11887	Annual payment for Service Agreement
TEK Medical Service	\$	√ 499.00	12588	Physical for volunteer
TEK Medical Service	\$	/386.00	12604	Physical for career staff
The WorkPlace/FAP	\$	1,560.00	12607	Firefighters Assistance Prog for 65 employees 10/1/23-9/30/24
Thomas J Martell	\$	341.68	2023	PALS & ACLS Online classes
Verizon /FIDS	\$	1 49.00	12608	FIOS internet services stat 2
Verizon V	\$	80.66	12616	Station 3 Fios internet service
Verizon Wireless	\$	886.74	12589	Apparatus, smartphone & tablet cell service
Verizon Wireless /	\$	28.00	12602	Lifepak modem lines
TOTAL SUBMITTED	\$	158,640.02		Commissioner signatures:
changes listed:	Ť	200,010102		14///4
				1647 9-2-23
				Affine 4. Il. 23
TOTAL APPROVED				(VI) april 12
KEY: pre-paid				1/4/1
Paid				Yus 9/26/23
				9/16/23