

Monroe Joint Fire District Meeting of May 27, 2021

A Meeting of the Board of Fire Commissioners of the Monroe Joint Fire District of the Town of Monroe, Town of Woodbury, Village of Harriman, Village of Monroe, County of Orange, in the State of New York was held at the Monroe Joint Fire District Office, 406 N. Main St. Monroe, New York on the 27<sup>th</sup> day of May, 2021.

Present: Thomas Sullivan      Commissioner  
          Jason Kalter            Commissioner  
          John Centofanti        Commissioner  
          Pat Patterson          Commissioner  
          Thomas Lowe            Commissioner  
          Mary Ellen F. Beams    Secretary  
          Richard Goldstein     Treasurer  
          William Badura         Attorney

Absent: John Centofanti      Commissioner  
          Richard Goldstein     Treasurer

Commissioner Sullivan called the meeting to order with the Pledge of Allegiance at 7:00 p.m.

**Resolution to Pay Bills**

On a motion by Commissioner Centofanti seconded by Commissioner Patterson the following was ,

Adopted      Ayes 5 Commissioners, Patterson, Centofanti, Sullivan, Kalter, Lowe  
                  Nays 0

Approval to pay the bills presented to the Commissioners.

**Approval of Minutes**

On a motion by Commissioner Lowe, seconded by Commissioner Kalter the following was

Adopted      Ayes 4 Commissioners, Lowe, Kalter, Sullivan, Patterson  
                  Nays 0

Approval of the minutes of the May 27, 2021 of the Monroe Joint Fire District meeting subject of amending the minutes to reflect removing Commissioner Patterson from attendance of that meeting.

**Upcoming Dates-** Funeral Services for Patrick Walsh of Tuxedo this upcoming Sunday and Monday.

**Funeral Services**

On a motion by Commissioner Sullivan seconded by Commissioner Patterson the following was

Adopted      Ayes 5 Commissioners, Patterson, Centofanti, Sullivan, Kalter, Lowe  
                  Nays 0

Approval for use of St#1 ladder truck for Flag Detail and anything else the Chief deems necessary for the funeral services.

**Apparatus for IFO Class**

On a motion by Commissioner Kalter, seconded by Commissioner Centofanti the following was

Adopted Ayes 5 Commissioners, Kalter, Centofanti, Sullivan, Patterson, Lowe  
Nays 0

Approval to send 1 engine to the Orange County Training Center of July 24, 2021 for a IFO Class.

**4<sup>th</sup> of July Fireworks Assistance**

On a motion by Commissioner Sullivan seconded by Commissioner Lowe the following was

Adopted Ayes 5 Commissioners, Sullivan, Lowe, Kalter, Centofanti, Patterson  
Nays 0

Approval for the Chief to provide any assistance he deems necessary for the 4<sup>th</sup> of July fireworks on July seconded with a rain date of July 3<sup>rd</sup>.

**Scuba Team Training**

On a motion by Commissioner Sullivan seconded by Commissioner Kalter the following was

Adopted Ayes 5 Commissioners, Sullivan, Kalter, Centofanti, Patterson Lowe  
Nays 0

Approval for the Dive Team to send 6 new members fir training at a pool in New Jersey on July 11, 2021 and for the Dive Team to use 1 utility vehicle on July 24<sup>th</sup> – 25<sup>th</sup> to go to Pennsylvania for training.

**Treasurers Report**

Treasurer Goldstein reported that the Auditors are working on GASBY, they have sent over a **draft for review.**

**Auditors Engagement Letter**

On a motion by Commissioner Kalter, seconded by Commissioner Centofanti the following was

Adopted Ayes 5 Commissioners, Kalter, Centofanti, Sullivan, Patterson, Lowe  
Nays 0

Approval for Chairman Sullivan to sign the engagement letter for the auditors Anthony Buzzeo CPA.

Treasurer Goldstein informed the Commissioners that the 2017 contribution for the LOSAP program was not made. In January of 2018 a payment was made for 2017. At that time seeing the payment in 2018 I thought it was the payment for 2018 when it actually was 2017's payment., so I will be making that payment.

Treasurer Goldstein reported that he finished the annual statement report for Munistat and statement will be kept with the bond.

Treasurer Goldstein discussed with the Commissioners a phone call he had received in regards to procurement services for heating oil and state bid opportunities contract

T PC68743 n the amount of \$4,185.78. It was determined this was a Lakeside Fire Company.

**Treasurers Report**

On a motion by Commissioner Patterson, seconded by Commissioner Lowe the following was

Adopted      Ayes 5 Commissioners, Kalter, Lowe, Sullivan, Patterson  
                 Nays 0

Approval to accept the Treasurers Report.

**Chief's Report**

Chief Dolch reported the following:

60 fire calls for the month with 271 total calls to date

**New Member Application**

On a motion by Commissioner Kalter seconded by Commission Centofanti, the following was

Adopted              Ayes 5 Commissioners, Kalter, Centofanti, Sullivan, Patterson, Lowe  
                                 Nays 0

Approval of Nathan Greco active interior firefighter member of Station No.1.

**New Member Application**

On a motion by Commissioner Lowe, seconded by Commission Patterson, the following was

Adopted              Ayes 5 Commissioners, Lowe, Patterson, Sullivan, Kalter, Centofanti  
                                 Nays 0

Approval of John Scherne III active firefighter member of Station No.1.

**New Member Application**

On a motion by Commissioner Sullivan, seconded by Commission Lowe the following was

Adopted              Ayes 5 Commissioners, Sullivan, Lowe, Kalter, Centofanit, Patterson  
                                 Nays 0

Approval of Christopher Ladka as an active minor firefighter member of Station No.2.

**Request for the Fire Police to Assistance with Traffic Control**

On a motion by Commissioner Sullivan, seconded by Commission Kalter, the following was

Adopted              Ayes 4 Commissioners, Sullivan, Kalter, Patterson, Lowe  
                                 Nays 0

Approval for the Monroe Fire Dept. Fire Police to assist with traffic control for a funeral on

**Chief's Report**

On a motion by Commissioner Kalter, seconded by Commissioner Centofanti the following was

Adopted      Ayes 4 Commissioners, Lowe, Kalter, Sullivan, Patterson  
                 Nays 0

Approval to accept the Chief's Report.

## **Attorneys Report**

### **Public Employer Health Emergency Plan for Monroe Joint Fire District**

On a motion by Commissioner Kalter, seconded by Commissioner Lowe the following was

Adopted Ayes 4 Commissioners, Kalter, Lowe, Sullivan, Patterson

Nays 0

Approval to adopt the following Public Employer Health Emergency Plan for Monroe Joint Fire District

### **PUBLIC EMPLOYER HEALTH EMERGENCY PLAN FOR MONROE JOINT FIRE DISTRICT**

#### **1. Purpose**

2. This plan has been developed in accordance with New York State Labor Law §27-c which requires public employers to adopt a plan for operations in the event of a declared health emergency involving a communicable disease.

#### **3. Scope**

This plan was developed exclusively for and is applicable to the Monroe Joint Fire District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and is promulgated in the interest of the safety of our firefighters and the continuity of our operations.

#### **4. Operations Plan**

##### **a. Essential Personnel**

In the event of a declared public health emergency, the following shall be deemed as essential personnel:

- Chiefs
- Line Officers
- Firefighters
- Fire Police
- Treasurer
- Secretary

- Commissioners – the Authority Having Jurisdiction with fiduciary and administrative responsibility for the continued operation of services.

The justification for each of these positions and titles as being essential is because they are necessary to effectuate the day-to-day operations of the fire district in the event of a public health emergency.

## **Non-Essential Employee Telecommunications**

In the event of a declared public health emergency, non-essential employees will be communicated with via email and cell phone telecommunication devices including texting which the non-essential personnel will access through their personal devices.

### **b. Work Shift Stagers**

In the event of a declared public health emergency, it will be directed that essential personnel only be physically present at the firehouse in order to respond to calls. Response to alarms is an “all hands” call. Upon arrival at the firehouse the Officer in Charge will designate which responders’ man the apparatus and which responders stand ready. The OIC will release members from duty as soon as the situation allows. Equipment maintenance and administrative work will be scheduled such that a minimum of members required to complete the tasks are present. That work shall be staggered so that only those assigned are working in a given area at a specific time.

### **c. Personal Protection Equipment Procurement**

The Chief’s office shall be responsible to ensure that the appropriate types of the necessary personal protective equipment is available to last a period of at least six months, on a rolling basis to maintain a PAR level equal to a 3 month “burn through” rate. The personal protective equipment shall be stored in an area to prevent degradation and permit immediate access to it in the event of an emergency declaration.

### **d. Communicable Disease Exposure Protocol**

In the event that an employee is exposed to a communicable disease during the declared public health emergency, that employee should self-quarantine at home

pursuant to the guidelines set by the CDC in order to prevent the spread or contraction of such disease in the workplace.

**e. Documentation of Work Hours and Location**

In a public health emergency, it is necessary to document work hours and precise locations of each employee, firefighter and contractor regarding both on-site work and off-site work. This information may be used by the fire district to support contact tracing and may be shared with local public health officials. In order to document work hours and precise locations, a log will be kept in which such information will be entered. Logs currently in use which contain the necessary information may be used to track this information.

**5. Cleaning and Disinfecting**

CDC/public health guideline will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

- To the extent possible, employee and contractors will clean their own workplaces in the beginning and end of their work, at a minimum.
- High traffic/high touch areas and areas which are accessible to the public should be disinfected regularly.
- Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water before being disinfected.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

- Staff will follow cleaning product instructions to ensure safe and effective use of the products.
- When an employee has been placed on quarantine, the department will disinfect every work station and all equipment the individual has used.
- Apparatus will be disinfected after each use by using the appropriate sanitizing product. All touched surfaces will also be disinfected.
- SCBA masks will be disinfected using an approved disinfectant or by washing the mask with warm water and gentle detergent, rinsed well and hung to air dry.
- Regulators will be disinfected using an approved disinfectant solution as per manufacturer's recommendation.

## **6. Reporting**

- a. Anyone aware of any alleged violation of any provision of this plan shall notify, in writing, the Board of Fire Commissioners of such violation.

ADOPTED: May 27, 2021

**Note:** This directive is specific to Communicable Diseases, however Public Health Emergencies may involve other than communicable disease. There may be an infectious disease where the disease has to be controlled at the source. (i.e. cholera). There may be a transient Public Health Threat whereby control is attained through very specific directions until the threat passes. (i.e. Extreme heat wave predicted for X # days and counter measures to be taken during that period)  
Etc.

In “other than communicable diseases” the Public Health Emergency Plan will need to be developed specific to that threat.

**Monroe Joint Fire District Best Value Purchasing Policy.**

On a motion by Commissioner Kalter, seconded by Commissioner Lowe the following was Adopted Ayes 4 Commissioners, Kalter, Lowe, Sullivan, Patterson  
Nays 0

Approval to adopt the following Monroe Joint Fire District Best Value Purchasing Policy.

**MONROE JOINT FIRE DISTRICT  
BEST VALUE PURCHASING RESOLUTION**

WHEREAS, New York State General Municipal Law requires a resolution adopted by the Board of Fire Commissioners to authorize the use of a Best Value contract award methodology, in the competitive bidding process for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may be awarded on the basis of low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

WHEREAS, the enactment of this resolution provides additional procurement options to the Fire District in ways that may expedite the procurement process and result in cost savings, and

WHEREAS, the “Best Value” standard for selecting goods and services vendors, including janitorial and security contracts, is critical to efforts to use strategic sourcing principles to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors, and

WHEREAS, the Board believes taxpayers are not well served when a public procurement results in low unit costs at the outset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance, and

WHEREAS, Best Value procurement links the procurement process directly to the fire district’s performance requirements, incorporating selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services, and

WHEREAS, “Best Value” means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors, and

WHEREAS, such basis shall reflect, wherever possible, objective and quantifiable analysis; and

WHEREAS, the Fire District shall follow the bidding requirements of Section 103 of the GeneralMunicipal Law and the Fire District’s Procurement Policy when utilizing the Best Value award methodology, and

WHEREAS, in addition, when the Best Value methodology is to be used for a purchase the biddocuments shall provide a basis to evaluate the bids under the best value requirements, and

WHEREAS, the Best Value methodology shall be included in the Fire District’s Purchasing andProcurement Policy, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of the Monroe Joint Fire District hereby authorizes the use of a Best Value award methodology, in the competitive bidding process, where appropriate, including piggyback bids under Section 103 subdivision 16 of the General Municipal Law, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may now be awarded on the basis of low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

BE IT FURTHER RESOLVED, that the Fire District’s Purchasing and Procurement Policy is hereby deemed amended to the extent that this resolution shall be deemed a part thereof and incorporated therein.

The resolution was thereupon declared duly

adopted. Dated: Monroe, New York

May 27, 2021

**Monroe Joint Fire District Procurement and Purchasing Policy**

On a motion by Commissioner Lowe, seconded by Commissioner Kalter the following was

Adopted Ayes 4 Commissioners, Lowe, Kalter, Sullivan, Patterson

Nays 0

Approval to adopt the following Procurement and Purchasing Policy.

## **MONROE JOINT FIRE DISTRICT**

### **PROCUREMENT AND PURCHASING POLICY**

At a meeting of the Board of Fire Commissioners of the Monroe Joint Fire District held at the Fire District Office on May 27, 2021 the following resolution/procedure was adopted in order to restate and amend the procurement and purchasing policy of the Fire District.

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality in New York State to adopt a procurement policy for the purchase of all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the officers and officials of the Fire District involved in the procurement process,

NOW THEREFORE, BE IT RESOLVED, that the Fire District does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

#### **PROCUREMENT AND PURCHASING POLICY FOR THE FIRE DISTRICT**

Every purchase of goods and services to be made by the Fire District, which is not required by law to be publicly bid, must comply with the following procurement policy:

- A. Every purchase must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether the purchase contract/ public works contract is subject to competitive bidding or whether the purchase contract/ public works contract can reasonably be expected to become subject to competitive bidding because the aggregate total amount to be spent on the item of supply or service may exceed such limits. In making this determination the Board will consider past purchases and the aggregate amount to be spent in a one-year period. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: Purchase Contracts under \$20,000.00 and Public Works Contracts under \$35,000.00; emergency purchases; certain municipal hospital purchases; acquisition of emergency goods and services (purchases required based upon an unanticipated unforeseen emergency that arises); goods purchased from agencies for the blind or severely handicapped; goods purchased from correction institutions; purchases under State and County Contracts; purchases made under the piggybacking provisions of Section 103, subparagraph 16, of the General Municipal Law under contracts let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein

if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by such other governmental entities; and

surplus and secondhand purchases from another governmental entity. The individual making a purchase will document the decision that a purchase is not subject to competitive bidding in writing. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating the source which makes the item, or service is exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

- B. All goods and services will be secured by use of written request for proposals, written quotations, or other method that makes certain that goods will be purchased at the lowest responsible price and that favoritism will be avoided.
- C. All proposals and quotations will be obtained by District personnel by contacting independent vendors directly, supplying the necessary request for proposal (RFP) information needed by the vendor to formulate a quote or proposal, and having the vendor supply a proposal in the proper form (verbal, written, fax, etc.) directly to the District office. No vendors will be permitted to participate or be asked to participate in the process of securing quotes or proposals from other vendors. No vendor may solicit another vendor to submit a quote or proposal on a contract that it is submitting a quote or proposal on. If quotes or proposals are received on a proposed purchase contract and it is determined that the vendors submitting quotes or proposals are related in some manner that would raise a question as to possible collusion, all such quotes or proposals from the vendors involved will be disqualified and a new round of quotes and proposals shall be obtained.
- D. Equipment and goods to be leased by the fire district will not be subject to this policy since a lease does not involve an actual purchase of goods. However, installment purchase contracts which involve an actual purchase will be subject to this policy, competitive bidding rules and Section 109-b of the General Municipal Law.
- E. Purchases over the amount of \$1,000.00 will require the issuance of a purchase order from the Treasurer.
- F. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<b>ESTIMATED AMOUNT OF PURCHASE CONTRACT</b>	<b>METHOD</b>
\$ 0.00 to \$ 1,999.99	One quote
\$ 2,000.00 to \$ 4,999.99	Two verbal quotes
\$ 5,000.00 to \$ 9,999.99 requests for proposals	Two written/fax quotes or
\$ 10,000.00 to \$ 19,999.99 or requests for proposals	Three written/fax quotes

<b>ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT</b>	<b>METHOD</b>
\$ 0.00 to \$ 2,999.99	One quote
\$ 3,000.00 to \$ 4,999.99	Two verbal quotes
\$ 5,000.00 to \$ 6,999.99 or requests for proposals	Two written/ fax quotes
\$ 7,000.00 to \$ 34,999.99 or requests for proposals	Three written/ fax quotes

- G. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the District is unable to obtain the required number of proposals or quotations, the District will document the attempts made to obtain the proposals or quotes. In no event shall the failure to obtain the proposals be a bar to the procurement. Documentation is required of each action taken in relation to each procurement.
- H. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible quote or proposal. This documentation will include an explanation of how the award will achieve savings or how the entity submitting the quote or proposal was not responsible, or how the quote or proposal was not responsive (did not meet specifications, etc.). A determination that the quote or proposal is not responsible shall be made by the District and may not be challenged under any circumstances.
- I. Pursuant to General Municipal Law Section 104-b (2)(f), in its sole discretion, the Board of Fire Commissioners reserves the right to determine when the solicitation of alternative proposals or quotations will not be in the best interest of the Fire District for a particular type of purchase or procurement, and in such cases will direct that purchase or procurement be conducted in the appropriate manner. In the following circumstances it may not be in the best interest of the Fire District to solicit quotations or further document the basis for not accepting the lowest bid:
  - 1. Professional services requiring special or technical skill, training, or expertise (except external accounting services now covered under a statutory request for proposal process as more fully described below). The individual/ firm must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or firm that offers the lowest price. Additionally, the nature and the services may be such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Board of Fire Commissioners shall take into consideration the following guidelines: whether the services are subject to state licensing and testing requirements; whether substantial formal education or training is a necessary prerequisite to the performance of the services; and whether the services require a personal or confidential relationship between the individual and the municipal officials. Professional or technical services are defined as services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps, and estimates; securing of

insurance coverage and/or services of an insurance broker; services of a certified public accountant\* (see Paragraph 3 below); investment management services; printing services involving extensive writing, editing, or artwork; management services for municipally owned property; public relations services; and computer software or programming services for customizing computer programs, or services involving a substantial modification and customizing of prepackaged software, and services of a computer or other expert to assist in the design of a computer and/or communications network. **Under this policy the Board will procure professional services without soliciting multiple quotations.** However, the Board reserves the right to nevertheless obtain proposals for such work in order to make certain that it is obtaining a fair market rate for such services and/ or if it is not confident that current practices provide for obtaining a fair price for such services. In this process the Board will be guided by the best interests of the fire district and its taxpayers.

2. The Board will make certain that all contracts let in accordance with the preceding paragraph are let based upon a **written contract or retainer agreement.**
3. Accounting services for conducting of the annual external audit will be purchased in accordance with the statutory request for proposal process. They will be secured through the request for proposal procedure detailed under Section 181-b of the Town Law and the rules, regulations and forms adopted by the Office of the State Comptroller for the procurement of such services.
4. Accounting services for providing internal accounting assistance to the Board and district treasurer and in order to maintain proper internal financial controls will be procured in accordance with procedures for procuring other professional services.
5. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately because seeking alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.
6. Purchases of surplus and secondhand goods from any source. If alternate proposals were required, the Fire District could be prevented from purchasing surplus and secondhand goods at auctions or through specified advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods since a lower price may indicate an older product or a product in a less suitable condition. However, only used goods purchased from the federal government, the state of New York, a political subdivision thereof or a public benefit corporation is exempt from competitive bidding.
7. **Standardized items.** In the event that the Board of Fire Commissioners adopts a resolution to standardize on a particular type and manufacturer of equipment in accordance with the authority granted by Section 103 of the General Municipal Law, and the purchase price for the product will be less than \$20,000.00, the Fire District will purchase the item or items directly from the manufacturer or from an authorized representative of the manufacturer. If the manufacturer has granted exclusive rights to a particular vendor in the area of the Fire District, the District will not be required to solicit additional quotations. This rule will also apply in the case of direct purchases from the manufacturer of a standardized product. If the cost will exceed \$20,000.00 the Fire District will conduct competitive bidding for the standardized product unless it is

available on a state bid, a county bid or a municipal bid that meets the piggybacking requirements of Section 103 of the General Municipal Law.

8. Purchases made under the **piggybacking** provisions of Section 103, subparagraph 16, of the General Municipal Law under contracts let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by such other governmental entities. Prices will have already been determined by a permissible method of obtaining multiple bids making it unnecessary to secure quotes.
9. Goods under \$2,000.00 and public works services under \$3,000.00. The time and documentation required to purchase such goods or services would likely be more costly and then the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

J. In the event that the Board of Fire Commissioners establishes the Office of Director of Purchasing, the person appointed to this public office shall be required to conduct purchasing activities and operations in accordance with this procedure, Section 103 of the General Municipal Law, Section 104-b of the General Municipal Law, and all other applicable statutes that covering purchasing and procurement by Fire Districts in New York State. Such Director of Purchasing will still be required to obtain approval of the Board of Fire Commissioners before entering into purchase and public works contracts, and his or her purchasing activities will be subject to the monthly audit of claim vouchers performed by the Board. The Director of Purchasing will be empowered to enter into purchase and public works contracts in amounts of less than \$3,000.00 in advance of Board approval, but shall be personally liable on such contracts in the event that the Board refuses to ratify such action at a meeting thereafter.

K. All purchases of public work will be made in accordance with the requirements for the payment of prevailing wages and supplements under the Labor Law and contractors supplying such work will be required to submit certified payroll reports with their payment requisitions.

L. This policy shall go into effect immediately.

District staff will provide proof of compliance with these procurements and purchasing guidelines with claims submitted for audit to the Board of Fire Commissioners.

District staff will provide proof of receipt of goods and services with claims submitted for audit to the Board of Fire Commissioners.

The adoption of the foregoing policy in the form of a resolution was duly put to a vote and adopted.

Dated: May 27, 2021

Attorney Badura reported that the referendum public notices for the mini-pumper and equipment was published on April 28, 2021.

He gave the Secretary a job description for her position and asked that she look it over, make any additions if she feels it is needed. There is nothing new with Myer.

On May 7<sup>th</sup> he emailed the Village of Harriman Building Inspector about the Harriman 17M Realty LLC situation and has heard nothing back as of now.

He informed the Commissioners that the June 24<sup>th</sup> meeting next month he will be arriving late, he should be here by 8:00pm.

### **Attorney's Report**

On a motion by Commissioner Kalter, seconded by Commissioner Lowe the following was

Adopted Ayes 4 Commissioners, Kalter, Lowe, Sullivan, Patterson

Nays 0

Approval to accept the Attorney's Report.

### **Building Maintenance Report**

Commissioner Kalter reported he called Bergen Supply in regards to the stovetop problem but they never called back. to look at it. Schindler came to St#2 for its yearly service of the elevator. There are little screws that adjust the pilots, they were adjusted, but Commissioner Kalter shut off the pilots until the problem is fixed. Chief Lenahan recommended Commissioner Kalter call VNA Appliance Stove Service.

### **Building Maintenance Report Approval**

On a motion by Commissioner Sullivan, seconded by Commissioner Lowe the following was

Adopted Ayes 4 Commissioners, Sullivan, Lowe, Kalter, Patterson,

Nays 0

Approval to accept the Building Maintenance Report.

### **Reinstate Member St#2**

On a motion by Commissioner Sullivan, seconded by Commission Lowe, the following was

Adopted Ayes 4 Commissioners, Sullivan, Lowe, Kalter, Patterson

Nays 0

Approval of Fred Sargent as an exterior member of Station No.2.

Secretary Beams spoke to the Commissioners in regards to a request from Cristina Kiesel in regards to the MW Senior Car Parade on June 10<sup>th</sup> going from Pine Tree Rd to the Middle School in Woodbury. She is asking that the fire district tow a flatbed trailer which is owned by the Smith's Clove Park Commission to the Middle School and on June 11<sup>th</sup> pick it back up and return it to Smith's Clove Park. After discussing the request with Attorney Badura, the Commissioners denied the request due to liability as per Attorney Badura. Secretary beams will let Ms. Kiesel know their decision.

## **Truck Committee**

### **Permissive Referendum for the Purchase of New Chief's Vehicle**

On a motion by Commissioner Sullivan, seconded by Commissioner Kalter the following was Adopted Ayes 4 Commissioners, Sullivan, Kalter, Patterson, Lowe  
Nays 0

Approval for the Treasurer of the Fire District be authorized to withdraw the sum of up to SEVENTY THOUSAND and 00/100 (\$70,000.00) DOLLARS from the Capital Equipment Reserve Fund heretofore established for the purchase of a New Chief's Vehicle and equipment appurtenant thereto.

The adoption of this resolution is subject to permissive referendum and shall take effect thirty (30) days after its adoption.

### **Permissive Referendum for the Purchase of Utility Vehicle**

On a motion by Commissioner Sullivan, seconded by Commissioner Lowe the following was Adopted Ayes 4 Commissioners, Sullivan, Lowe, Kalter, Patterson  
Nays 0

Approval for the Treasurer of the Fire District be authorized to withdraw the sum of up to FIFTY-FIVE THOUSAND and 00/100 (\$55,000.00) DOLLARS from the Capital Equipment Reserve Fund heretofore established for the purchase of a utility vehicle and equipment appurtenant thereto.

The adoption of this resolution is subject to permissive referendum and shall take effect thirty (30) days after its adoption.

Public Comment: No public comment

### **Executive Session**

On a motion by Commissioner Sullivan, seconded by Commissioner Kalter the following was Adopted Ayes 4 Commissioners Sullivan, Kalter, Patterson, Lowe  
Nays 0

Motion to enter into an Executive Session regarding a particular person or persons.

### **Return to Regular Meeting**

On a motion by Commissioner Kalter, seconded by Commissioner Lowe the following was Adopted Ayes 4 Commissioners Kalter, Lowe, Sullivan, Patterson  
Nays 0

Motion to come out of Executive Session, and return to regular meeting

### **Adjournment**

On a motion by Commissioner Kalter, seconded by Commissioner Lowe the following was Adopted Ayes 4 Commissioners, Kalter, Lowe, Sullivan, Patterson  
Nays 0

Motion to adjourn the Monroe Joint Fire District meeting of May 27, 2021.

Mary Ellen F. Beams  
Secretary