Regular Commissioners’ Meeting

Plattekill Fire District

January 14th 2025

Time: 6:55 PM

Salute to Flag

Commissioner’s Present:

Commissioner Brian Stafford Aye Commissioner Robert Jackson Aye

Commissioner Jim Hoppenstedt Aye

Commissioner Richard Merrill Aye

Commissioner Patricia Betanzos Aye

Treasurer Cynthia Delgado Aye

Secretary Nancy Papo Aye

New Members: none

Item#2 Vouchers:

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Patricia Betanzos made a motion to pay the vouchers. Commissioner Jim Hoppenstedt seconded the motion.

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

Commissioner Robert Jackson Abstained from signing Haight Fire Equipment

Commissioner Brian Stafford Abstain from J&N Stafford voucher.

A discussion on minutes for physicals not being done and personnel being able to run for 2025 officers. Cathy Drobot has been appointed in charge of physicals has begun looking for medical venders to accommodate for fire district physicals. Per policy must be done by May Last year James Hoppenstedt Jr was health and safety officer but resigned. Chris Mancuso stated board should have members take physical with private physician and or First Care till find a new vendor.

Item#3 Meeting Minutes

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Richard Merrill made a motion to accept December 3rd , 17th and 30th meeting minutes. Commissioner Jim Hoppenstedt seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

Item#4 Treasurers Report Statements reviewed by Commissioner Robert Jackson

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion accept treasurers report as read. Commissioner Richard Merrill seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

Item#5 Chief’s Report

**Chiefs Report**

**Commissioners Meeting January 14th, 2025**

1. End of Year Report:

The Plattekill Fire Department responded to a total of 916 Emergency alarms in 2024 which is a 6.1% increase from 2023.

Number of Calls for 2023: 864

The call breakdown for the Plattekill Fire Department for 2024 is as follows:

563 EMS alarms

94 Wires Down / Outdoor Electrical Problems / Tree Down

61 Motor vehicle accidents

50 Mutual Aid FD Requests (Includes Denning and Greenwood Lake Forest Fires)

45 Brush Fires (Includes the Hemlock Ridge Fire)

28 Automatic Alarms

23 HAZMAT / CO alarm activations

22 Pump out / Cellar Pump / Water in Basement

13 Possible Structure Fires

9 Vehicle Fires

3 Extinguish Control Burn

2 Dumpster Fires

2 Technical Rescues

1 Transformer explosion

* 563 EMS Incidents are 61% of our total response percentages.
* 353 Fire Related (Non-Strictly EMS) is 39% of our total response percentages.
* The average call per day is 2.51 incidents. Average time per incident is 91 minutes.

Call volume by month:

January - 74

February- 77

March - 67

April - 46

May - 56

June - 103

July - 134

August - 64

September - 77

October - 76

November- 80

December - 62

Average calls per month of 2024: 76.33

1. Drills for the Month of January:
   * January 6th – “Breaking the Ice” Communications Drill - Completed
   * January 13th – Policy and Command Structure Review - Completed
   * January 20th – NO DRILL (Martin Luther King Day)
   * January 27th – SCBA Familiarization & RIT with CO 21
   * February 9th – OSHA & Sexual Harassment (1st annual requirement)
2. Fit Testing is scheduled for March 3rd & March 5th; Budget Line Item 280.014
3. Vehicle Maintenance Schedule:

* January 7th - Engine 1 preventative maintenance & compressor fix – Completed (Budget Line Item 300.003)
* February 3rd - Engine 2 preventative maintenance & Valve replacement (Budget Line Item 300.003)
* March 3rd - Engine 3 preventative maintenance & air leak test (Budget Line Item 300.003)
* April 7th - Engine 4 preventative maintenance (Budget Line Item 300.003)
* April / May period - Rescue 5 will be done either middle/end of April, or after pump hose testing (Budget Line Item 300.003)
* May 6th – Pump, Ladder and Hose Testing (Budget Line Item 300.008)

1. As per the 2025 Budget line item for NFIR Reporting to catch us up for the last three (3) years. Jordan Papo has shown the interest in the position, and I would request the position be appointed to Jordan Papo. She has begun the training process in how to enter and complete these reports. She will continue until the process is complete and the three (3) year deficit is completed. Our goal is to have all three years completed by 3rd quarter. Budget Line Item #110.003.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Brian Stafford made a motion to appoint Jordan Papo to catch up with the NIFFERS out of line item 110.003. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. Need $500.00 out of the 280.011 budget line item for an upcoming live fire Training for Plywood and use of the CVFD facility on February 3rd, 2025. This will cover the costs of the plywood (*which may be donated*) and then the $250.00 use of the facility.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to purchase plywood and 250.00 donation. Commissioner Richard Merrill seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. Need to Purchase F500 Encapsulation Foam from NY Fire Equipment, LLC not to exceed $2,250.00. Due to budget restraints, the FOAM Tank on E1 is completely empty and could not be purchased until the 2025 budget. E1has been empty since Late October Early November time frame. E1’s FOAM Tank Holds 30 Gallons or six (6) pails. E4 is low -(1) pail or 5 Gallons. There is no FOAM in the Brush 47-66 apparatus either at the moment. Budget Line Item #210.011. This is a sole supplier product only available from one (1) dealer in NYS. Please see attached Sole Source information.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion purchase foam out of line item for 2,250.00. Commissioner Patricia Betanzos seconded the motion.

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion allow purchase of foam up to 1000.00 to replace foam. Commissioner Rich Merrill seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. We have members that would like to take the “Step up and Lead” seminar at Wallkill FD on February 22nd, 2025. The cost is $50.00 per person out of the 280.011 budget line item. Will report back in February’s Meeting on names.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Richard Merrill made a motion allow personnel to sign up. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. Need to Renew the Car wash plan from Newburgh Auto Spa NOT to exceed the $2,200.00 out of budget line item 300.018 for the three chiefs’ vehicles. Last year (2024) there were only two (2) vehicles on the plan due to a leaking issue on the 2015 Chevrolet Tahoe. The issue has been repaired, and the issue has been rectified.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to renew car wash for 2200.00. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Patricia Betanzos made a motion look over Chief Car Inspection every Month at commissioner meeting. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. Re-programing of mobile radios was Scheduled by Commissioner Stafford in November of 2024. This invoice should come out of budget line item #210.003.
2. Need to approve the new “email” policy attached, updating the policy from 2005.

Board will review policy come back next month.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion table email policy till next month. Commissioner Patricia Betanzos seconded the motion.

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. New Department Emails are as follows:

Chief: [Car1@plattekillfiredepartment.com](mailto:Car1@plattekillfiredepartment.com)

1st Asst Chief: [Car2@plattekillfiredepartment.com](mailto:Car2@plattekillfiredepartment.com)

2nd Asst Chief: [Car3@plattekillfiredepartment.com](mailto:Car3@plattekillfiredepartment.com)

Captain: [Captain@plattekillfiredepartment.com](mailto:Captain@plattekillfiredepartment.com)

* + - Car 4, Car 5 & FP1

EMS Captain: [EMSCaptain@plattekillfiredepartment.com](mailto:EMSCaptain@plattekillfiredepartment.com)

Fire Lt’s: [Lieutenants@plattekillfiredepartment.com](mailto:Lieutenants@plattekillfiredepartment.com)

* + - Car 6, Car 7, Car 8, Car 9, FP2 & FP3

EMS Lt’s: [EMSLT@plattekillfiredepartment.com](mailto:EMSLT@plattekillfiredepartment.com)

* + - EMS 2, EMS 3, EMS 4

Safety Division: [Safetydivision@plattekillfiredepartment.com](mailto:Safetydivision@plattekillfiredepartment.com)

* + - S1, S2, S3, HSO

Social Officers: [Socialoffice@plattekillfiredepartment.com](mailto:Socialoffice@plattekillfiredepartment.com)

* + - President, Vice President, Treasurer, Financial Secretary, Recording Secretary

1. Chiefs are currently working on a new Code 3 / Code 1 response protocol on safety. The new update will be submitted to the board to have it added to the Response Protocol Best Practices when it is completed.
2. Need to Approve the attached required polices as per the NYS DOH Policy. These Shall be approved in January 2025 and then signed off and sent back to DOH to rectify this deficiency.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Patricia Betanzos made a motion adopt unattended death policy. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Robert Jackson made a motion adopt incident reports policy. Commissioner Richard Merrill seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion adopt hazardous material policy. Commissioner Patricia Betanzos seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Richard Merrill made a motion adopt preventative vehicle maintenance policy. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Robert Jackson made a motion adopt refusal medical aide policy. Commissioner Jim Hoppenstedt seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to adopt mass casualty policy. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Richard Merrill made a motion to adopt ambulance vehicle safety policy. Commissioner Patricia Betanzos seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

1. The Chiefs found three (3) years of personnel files in the chief’s office for existing members and new members where a file was never created. They were located on the desk, in the desk drawers / cabinets and in the front of the personnel cabinet located in the front of the “A” files. We will have the new files made and completed by the February Commissioners’ meeting. A Report on whose files they were for will be furnished when completed.
2. Fire Turn out gear was ordered by prior administration, Budget Line Item #210.005.
3. Awards for the installation dinner were ordered by prior administration, Budget Line Item #280.007.
4. Executive Session for Personnel matters (Budget Line Item 280.015)

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to go into executive session 7:53. Commissioner Patricia Betanzos seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to come out of executive session 8:05. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to issue PO’S to behavioral health services of Hudson valley. Commissioner Patricia Betanzos seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

Asked if any additional info on fuel logs that board would like to add.

Respectfully submitted:

**Christopher M. Mancuso**

Chief Christopher M. Mancuso

Item # 6 New Business

A discussion on keeping accountability for members keeping vehicle and lockers clean. Chiefs asked to come back next month with a plan.

A discussion on brush truck received email requiring one more document to them will send this evening.

Discussion on physical optional for flu and hepatitis vaccine.

Discussion on purchasing polo shirts for chiefs and commissioners.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to purchase polo shirts for chiefs and district 40.00 a shirt Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

Item # 7 Old Business

EMS meeting at Clintondale firehouse 29th at 7pm was posted last year in paper.

Update on radio system and where they are 6 operating towers. VFH based system, 91% coverage of entire county. Project completion 2027. Ulster county received grant for radio truck.

\* Upon motion made, seconded and discussion held, the following resolution was approved by the commissioners, Be it resolved Commissioner Jim Hoppenstedt made a motion to adjourn the meeting. Commissioner Robert Jackson seconded the motion

. On the vote: Commissioner Jim Hoppenstedt Aye

Commissioner Robert Jackson Aye

Commissioner Brian Stafford Aye

Commissioner Patricia Betanzos Aye

Commissioner Richard Merrill Aye

Adjourned 8:23

Submitted Nancy Papo