

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

January 13th, 2020

Constituting a quorum ready to transact business, the meeting was called to order by Chairman William Fisher at 7:05 p.m. with the following Commissioners present:

Donald Dehmer	Commissioner
William Fisher	Commissioner
Douglas Ross	Commissioner
Edwin Schultz	Commissioner

Adam Ross	Treasurer
Joseph McConnell	Secretary

PUBLIC COMMENT - None

The minutes of the December 9th, 2019 Meeting were read and approved on a motion by Commissioner Schultz and seconded by Commissioner Ross.

TREASURER REPORT - Attached

The Treasurer reported expenses during the month of December in the amount of \$65,398.86. A motion was made by Commissioner Schultz and seconded by Commissioner Ross to pay the bills. The Board approved the motion.

The Treasurer requested the following Fund Transfers

From	To	Amount
Equipment Purchase	Equipment Repair	\$ 8,000.00
Fuel, Light, Water	Equipment Repair	\$ 5,500.00
Medical Supplies	Equipment Repair	\$ 8,000.00
Total		\$ 21,500.00

Commissioner Schultz made a motion to transfer \$21,500.00 in funds as outlined by the Treasurer. Commissioner Dehmer seconded the motion. All in favor.

The Treasurer advised the Board that the new engine bond sale could proceed as a result of the Town voter approval. It is estimated to take two months to collect the funds.

Chairman Fisher made a motion to proceed with the new engine bond sale with the understanding the first bond payment will be made after receipt of the 2020 tax revenue. The motion was seconded by Commissioner Schultz. The votes were as follows:

Donald Dehmer	Aye
William Fisher	Aye
Douglas Ross	Aye
Edwin Schultz	Aye

COMMITTEE REPORTS

House

Building -

- *Ladies Shower Room* – Commissioner Schultz reported a bolt had been installed on the first-floor shower room.
- *CCTV* – Chairman Fisher will contact a repair service regarding the malfunctioning firehouse cameras.
- *Firehouse Generator* – Commissioner Ross reported the generator will need a new battery.
- *Radio Room* – Commissioner Schultz will investigate purchasing a second space heater for the room.
- *Shop Vac* – Commissioner Schultz was authorized to purchase a new utility vacuum for the firehouse.

Truck/Equipment –

- *Amb 51B3* – Chairman Fisher stated the District will be obtaining a second estimate for repairing damage to the rear quarter panel.
- *Chief's Vehicle* – Chairman Fisher advised the Board that the vehicle is in transit from the factory.
- *New Engine* – The signed purchased contract will be sent to the Seagrave representative January 14th, 2020.

CHIEFS REPORT

Chief Goulet reported that there were 41 fire calls, 53 ambulance calls totaling 94 alarms for the month. There were 474 fire calls and 595 EMS calls for a total 1,069 calls in 2019.

Vehicle mileage:

Car 2021: 114,400
Car 2022: 86,484
Car 2023: 86,420

OLD BUSINESS

Firehouse Caretaker – The Board acknowledged receipt of four applications for the position of caretaker. Interviews will be scheduled with the candidates and a recommendation will be submitted at the February Board meeting.

Radio Room HVAC – Commissioner Dehmer will review the HVAC annual maintenance proposals and make a recommendation to the Board at the February meeting.

NEW BUSINESS

New Engine Contract – A vote was taken to authorize the contract signature for the purchase of a new Seagrave Fire Engine. The vote was as follows:

Donald Dehmer	Aye
William Fisher	Aye
Douglas Ross	Aye
Edwin Schultz	Aye

Elevator Contract – Chairman Fisher made a motion to renew the 2020 Thyssenkrupp Elevator Corporation maintenance agreement at a cost of \$3,785.18. Commissioner Ross seconded the motion. All in favor.

PECC Nomination - The Board appointed EMS Capitan Julie Gallagher and EMT Victoria Cipollone as the NYS Pediatric Emergency Care Coordinators (PECC) for the Armonk Fire Company.

Company Calendar – Commissioner Schultz made a motion for the District to reimburse the Fire Company \$500.00 for the annual calendar. Commissioner Ross seconded the motion. All in favor.

Traffic Wands – Commissioner Ross made a motion to purchase three traffic wands (2-Pack) at a cost of \$23.99 each. Seconded by Commissioner Schultz. All in favor.

Thermal Imaging Camera – Commissioner Schultz was instructed to investigate repairing the out of service Blue Imaging camera and report back to the Board.

Bunk Room Pillows – Chairman Fisher made a motion to purchase ten pillows for the men's and ladies bunk rooms at a cost not to exceed \$200.00. Commissioner Dehmer seconded the motion. All in favor.

Vehicle Driver Approval – Having completed vehicle driver requirements and passed department testing the following members have been approved to drive.

- 51-B2 – Andrew Lander
- Rescue 85 – Tim Wiese with the provision he performs two additional driving sessions with training instructor Douglas Ross.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Dehmer to adjourned the meeting 9:45 p.m.

Sincerely,

Joseph P. McConnell
Secretary

Treasurer's Report

January 13, 2020

The 2019 W2/W3 payroll data was finalized and submitted to the IRS. All paid employees should be receiving a copy of their W2 forms in the mail.

1099s will be processed and submitted to the IRS by the end of the month.

In accordance with General Municipal Law, The Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums for 2019 was completed and submitted to the Office Of The State Comptroller.

All final bills and purchase orders for 2019 should be received and submitted as soon as possible. This will help us accurately complete and close out 2019 for our annual AUD submission, which is due at the end of February. Instead of scheduling an appointment with RBT CPAs, I will have our financials and AUD submission reviewed remotely before it is finalized.

Requested Budget Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
\$8,000.00	Equipment Purchased	Equipment Repair
\$5,500.00	Fuel, Light, Water	Equipment Repair
<u>\$8,000.00</u>	Medica Supplies	Equipment Repair
Total: \$21,500.00		

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
A1001 · Real Property Taxes				
A1001.1 · Budget Tax Money Rec'd	1,579,000.00	1,579,000.00	0.00	100.0%
Total A1001 · Real Property Taxes	1,579,000.00	1,579,000.00	0.00	100.0%
A2262 · Fire Protection & Other Service				
A2262.1 · Banksville Ambulance Contract	19,000.00	19,000.00	0.00	100.0%
Total A2262 · Fire Protection & Other Service	19,000.00	19,000.00	0.00	100.0%
A2401 · Interest and Earnings				
A2401.1 · Interest Earned	586.74	500.00	86.74	117.35%
Total A2401 · Interest and Earnings	586.74	500.00	86.74	117.35%
A2680 · Insurance Refund	16,800.29			
A2701 · Refunds of Expenditures	186.80			
A2705 · Gifts and Donations				
A2705.2 · Misc - Bldg usage for voting	1,200.00	500.00	700.00	240.0%
A2705 · Gifts and Donations - Other	0.00	1,000.00	-1,000.00	0.0%
Total A2705 · Gifts and Donations	1,200.00	1,500.00	-300.00	80.0%
A3389 · State Aid, Other Public Safety				
.800 · Grant Monies	5,000.00			
Total A3389 · State Aid, Other Public Safety	5,000.00			
RA2401 · Interest Earned - Res Fund A	747.55			
RA5031 · Transfer in to Reserve Fund A				
.100 · Transfer from General Fund	100,000.00			
Total RA5031 · Transfer in to Reserve Fund A	100,000.00			
RB2401 · Interest Earned - Res Fund B	130.70			
RB5031 · Transfer in to Reserve Fund B				
.200 · Transfer from General Fund	70,000.00			
Total RB5031 · Transfer in to Reserve Fund B	70,000.00			
TA50 · Foreign Fire Ins 2% Monies				
TA50.1 · 2% Monies	-85,447.02			
TA50.2 · Foreign Insurance Rec'd	85,447.02			
Total TA50 · Foreign Fire Ins 2% Monies	0.00			
Total Income	1,792,652.08	1,600,000.00	192,652.08	112.04%
Gross Profit	1,792,652.08	1,600,000.00	192,652.08	112.04%
Expense				
A1930.4 · Judgement and Claims				
.41 · Refund Of Taxes	1,712.33	10,000.00	-8,287.67	17.12%
Total A1930.4 · Judgement and Claims	1,712.33	10,000.00	-8,287.67	17.12%
A3410.1 · Personal Services				
.110 · Treasurer	22,260.00	22,260.00	0.00	100.0%
.111 · FICA	3,566.42	4,500.00	-933.58	79.25%
.112 · Federal Withholding Tax	0.00			
.113 · State Tax	0.00			
.120 · Secretary	22,056.48	22,056.48	0.00	100.0%
.170 · Temporary				
.101 · Data Entry Clerk	2,302.20	2,302.20	0.00	100.0%
Total .170 · Temporary	2,302.20	2,302.20	0.00	100.0%
A3410.1 · Personal Services - Other	0.00	381.32	-381.32	0.0%
Total A3410.1 · Personal Services	50,185.10	51,500.00	-1,314.90	97.45%
A3410.2 · Equipment				
.230 · Equipment Purchased	48,712.44	118,000.00	-69,287.56	41.28%
Total A3410.2 · Equipment	48,712.44	118,000.00	-69,287.56	41.28%
A3410.4 · Contractual Expenditures				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
.40050 · EMT Services	133,404.00	134,000.00	-596.00	99.56%
.40100 · Office Supplies				
.40101 · Postage	963.59	1,000.00	-36.41	96.36%
.40130 · Office Supplies - general	2,419.46	2,750.00	-330.54	87.98%
.40131 · Secretary Supplies	562.60	250.00	312.60	225.04%
.40140 · Bank Fees	88.69	1,000.00	-911.31	8.87%
.40150 · Fire House Software	423.65			
.40100 · Office Supplies - Other	1,654.72	1,500.00	154.72	110.32%
Total .40100 · Office Supplies	6,112.71	6,500.00	-387.29	94.04%
.40200 · Travel Expenses				
.40201 · Convention	595.88	1,000.00	-404.12	59.59%
.40202 · Motel	455.61	500.00	-44.39	91.12%
.40203 · Travel	190.63	500.00	-309.37	38.13%
Total .40200 · Travel Expenses	1,242.12	2,000.00	-757.88	62.11%
.40300 · Subscriptions				
A40302 Community Awareness	360.00	800.00	-440.00	45.0%
.40301 · Dues / Subscriptions	3,616.00	4,500.00	-884.00	80.36%
Total .40300 · Subscriptions	3,976.00	5,300.00	-1,324.00	75.02%
.40400 · Uniforms	3,701.50	4,000.00	-298.50	92.54%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	12,634.09	14,250.00	-1,615.91	88.66%
.40502 · Awards	1,411.90			
Total .40500 · Public Drills & Inspections	14,045.99	14,250.00	-204.01	98.57%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	336.00	550.00	-214.00	61.09%
.40604 · Election Teller	1,100.00	1,400.00	-300.00	78.57%
Total .40600 · Election Expense	1,436.00	1,950.00	-514.00	73.64%
.40700 · Consultants				
.40701 · Training	6,918.90	9,500.00	-2,581.10	72.83%
.40700 · Consultants - Other	1,900.00			
Total .40700 · Consultants	8,818.90	9,500.00	-681.10	92.83%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	37,236.16	46,000.00	-8,763.84	80.95%
.40804 · Building & Grounds Improvement	39,310.00	41,000.00	-1,690.00	95.88%
.40805 · Building & Grounds Maintenance	56,435.24	57,500.00	-1,064.76	98.15%
.40806 · Maintenance Supplies	4,418.09	3,750.00	668.09	117.82%
Total .40800 · Building and Grounds	137,399.49	148,250.00	-10,850.51	92.68%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	1,899.00	2,000.00	-101.00	94.95%
.40902 · Equipment Repair	69,046.53	50,000.00	19,046.53	138.09%
.40903 · Gas,Oil, Lubricants	12,042.08	12,500.00	-457.92	96.34%
.40904 · Banksville Contract Share	6,650.00	6,650.00	0.00	100.0%
.40905 · Medical Supplies	5,240.33	15,500.00	-10,259.67	33.81%
Total .40900 · Fire Apparatus and Equipment	94,877.94	86,650.00	8,227.94	109.5%
.41000 · Fire Alarm System				
.41001 · Telephones	14,367.70	14,850.00	-482.30	96.75%
.41002 · Alarm Maintenance	4,336.80	5,400.00	-1,063.20	80.31%
Total .41000 · Fire Alarm System	18,704.50	20,250.00	-1,545.50	92.37%
.41100 · Hydrant Rentals	33,805.75	34,000.00	-194.25	99.43%
.41200 · Insurance				
.41202 · Public Liability & Prop Damage	45,735.75	53,000.00	-7,264.25	86.29%
.41203 · Insurance - Accident/Sickness	3,947.00			
.41204 · Other Insurance	20,912.84	21,000.00	-87.16	99.59%

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January through December 2019

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total .41200 · Insurance	70,595.59	74,000.00	-3,404.41	95.4%
.41300 · Legal and Auditing Fees				
.41301 · Audit Services Rendered	8,000.00	8,000.00	0.00	100.0%
.43102 · Legal Fees	6,814.00	10,000.00	-3,186.00	68.14%
Total .41300 · Legal and Auditing Fees	14,814.00	18,000.00	-3,186.00	82.3%
Total A3410.4 · Contractual Expenditures	542,934.49	558,650.00	-15,715.51	97.19%
A9025.8 · Local Pension Fund				
.803 · Length Of Service Awards	54,971.70	57,250.00	-2,278.30	96.02%
Total A9025.8 · Local Pension Fund	54,971.70	57,250.00	-2,278.30	96.02%
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	41,074.00	42,500.00	-1,426.00	96.65%
Total A9040.8 · Workers' Compensation	41,074.00	42,500.00	-1,426.00	96.65%
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	143.70			
Total A9050.8 · Unemployment Insurance	143.70			
A9060.8 · Hospital, Medical & Accidnt Ins				
.806 · Medical Exams	35,044.60	28,000.00	7,044.60	125.16%
Total A9060.8 · Hospital, Medical & Accidnt Ins	35,044.60	28,000.00	7,044.60	125.16%
A9710.6 · Redemption of Bonds				
.611 · Serial Bond Prin Pyt	340,000.00	340,000.00	0.00	100.0%
.650 · PCSB Truck Bond Principal	105,000.00	105,000.00	0.00	100.0%
Total A9710.6 · Redemption of Bonds	445,000.00	445,000.00	0.00	100.0%
A9710.7 · Interest on Bonds				
.711 · Bond Interest Due	115,600.00	115,600.00	0.00	100.0%
.750 · PCSB Truck Bond Interest	3,018.75	3,500.00	-481.25	86.25%
Total A9710.7 · Interest on Bonds	118,618.75	119,100.00	-481.25	99.6%
A9901.9 · Transfer to Other Funds				
.904 · Transfer to Fund A from GF	100,000.00	100,000.00	0.00	100.0%
.905 · Transfer to Fund B from GF	70,000.00	70,000.00	0.00	100.0%
Total A9901.9 · Transfer to Other Funds	170,000.00	170,000.00	0.00	100.0%
Total Expense	1,508,397.11	1,600,000.00	-91,602.89	94.28%
Net Ordinary Income	284,254.97	0.00	284,254.97	100.0%
Net Income	<u>284,254.97</u>	<u>0.00</u>	<u>284,254.97</u>	<u>100.0%</u>

Chief's Report to Board of Fire Commissioners

January 2020

Goals:

The department made great strides last year. We recruited some very active new members, we've had more members respond to calls, increased training and overall participation with the help of the new OSHA program. We've started overnight standbys, dramatically decreasing our response times on certain nights. Our membership has worked so hard and dedicated thousands of hours to our town. Together we have built positive momentum and I hope we can continue this year.

As we start a new year, I would like to share with you some goals I have. Overall, we have fairly robust SOG's. That being said, a number of them are outdated and have not been updated to some of our newer standards. I plan on reviewing every SOG to help consolidate, update, and streamline our policies. This will help provide guidance to members, reduce uncertainty and ensure we operate as efficiently as possible.

I would like to increase our use of technology. Between our members, especially some senior members, we have hundreds of years of experience. This includes experience in the fire service and throughout the town. I would like to standardize and consolidate our tools, especially relating to the pre-plan and building information which will have a direct impact on keeping our members safe. Additionally, I would like to utilize technology to help ease the administrative burden our membership and the board faces. Our time is the most valuable resource, it is important that we not waste it.

I would like to continue our goal of updating our aging apparatus fleet and equipment. The new upcoming chief car, ambulance, and upcoming engine is a great start and will serve our department years into the future.

Finally, I would like to continue to improve recruitment and retention of membership. That includes recognizing members for their hard work, creating a more friendly and home like environment at the firehouse. Improving the bunk rooms and increasing our "sleepover program", and finding ways to keep current members active, and available to stay in the area.

Overall, I see these goals as lofty but doable. It's great to look back at last year to see all we accomplished. I truly believe these goals are well within reach and we are poised to continue to improve the invaluable service we provide the town.

Calls:

During the month of December there were 41 fire calls and 53 ambulance calls for a total of 94 alarms. There were 474 fire calls and 595 EMS calls for a total 1,069 calls in 2019

Apparatus:

Chief Cars:

- Mileage 2021: 114,400
- Mileage 2022: 86,486
- Mileage 2023: 86,420

Equipment:

A number of the traffic wands from the Rescue are broken and no longer working. I recommend we order additional traffic wands. I recommend purchasing two of the attached traffic wands.

The Blue thermal imaging camera from 286 is broken and needs to be repaired.

The Red thermal imaging camera from the Rescue does not hold a charge. Although it still functions, it is not suitable. We have raised the issue multiple times, and the steps taken so far to fix the issue, to include fixing the charger, checking the battery has been inadequate. I recommend selling the thermal imaging camera to AAA for approximately \$700 and using it to purchase a new FLIR K53 which will be placed on Engine 286. I recommend the current camera on 286 be moved to the Rescue.

A member of another fire department has offered to give us a free used fully LED light bar. Seeing as the light bar on 288 does not work, and the light bar on the current utility is aging, I recommend the board update one of those light bars.

The forcible entry door has arrived and I received positive feedback regarding the training. We will need to purchase two sheets of ¾" plywood along with 12 2x4's in order to be used with the door.

Firehouse:

I have received positive feedback regarding the sleepover program. It has helped us decrease response times on certain nights, and also improved night time response of some of our members. To continue to improve the program I would like the board to purchase some more comfortable pillows, so the members do not need to use the hospital grade pillows.

Additionally, I would like to try putting low partitions in the bunk rooms to improve privacy and make it more comfortable to sleep over. I have a member who is willing to donate some partitions for us to try. I will come back to the board with a recommendation as to whether the partitions made a positive impact.

Drivers:

Andrew Lander has completed driver training on 51-B2. I recommend he be approved as a driver on the ambulance.

Tim Wiese has completed driver training on Rescue 85. I recommend he be approved as a driver on the rescue.

Phil Goulet
Chief of Department