

## **MINUTES OF THE REGULAR MEETING**

### **BOARD OF FIRE COMMISSIONERS**

#### **NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY**

**January 11, 2021**

Constituting a quorum ready to transact business, the video meeting was called to order by Chairman William Fisher at 7:50 p.m. with the following Commissioners attending:

William Fisher      Commissioner

Donald Dehmer      Commissioner

Joseph Gallagher      Commissioner

Douglas Ross      Commissioner

Edwin Schultz      Commissioner

Adam Ross      Treasurer

Joseph McConnell      Secretary

#### **PUBLIC COMMENT – None**

#### **TREASURER REPORT (attached)**

#### **COMMITTEE REPORTS**

House – Commissioner Schultz reported

- The annual inspection of the firehouse furnace was conducted in December.
- Utility room water heater was replaced at a cost of \$4,500.00
- An architect has been contacted for a proposal to replace the ladder to the water tower.

Truck/Equipment – Commissioner Ross & Fisher reported:

- Hopewell Vehicle Maintenance will be taking Tanker 9 to its shops this week for water tank leak repairs
- The revised Seagrave pumper delivery is April, 2021
- The new F350 4 door utility vehicle has been ordered with a 10–12-week delivery

## **CHIEFS REPORT (attached)**

Chief Goulet reported that there were 46 fire calls, 48 ambulance calls totaling 94 alarms for the month. There were 33 false alarms for the month. There were 514 fire calls and 512 ambulance calls for a total of 1,026 alarms in 2020.

## **OLD BUSINESS**

***Water Testing*** – The WIFI hook up has been completed for the remote water monitoring.

## **NEW BUSINESS**

### ***Minutes***

- The minutes of the December 14<sup>th</sup>, 2020 Regular Meeting were read and approved on a motion by Commissioner Schultz, by Commissioner Ross. All in favor.

### ***November Expenses***

– A motion was made by Commissioner Ross, seconded by Commissioner Schultz to pay the December expenses totally \$71,554.10. All in favor.

### ***Funds Transfer***

- A motion was made by Commissioner Gallagher, seconded by Commissioner Ross to transfer \$12,000.00 from the “Fuel, Light & Water” to “Equipment & Repair”. All in favor.

- A motion was made by Commissioner Dehmer, seconded by Commissioner Ross to transfer \$500.00 from the “Conventions” to “Maintenance Supplies”. All in favor.

### ***Member Reimbursement***

– A motion was made by Commissioner Schultz, seconded by Commissioner Gallagher to reimburse FF Sonny Vataj \$ 309.53 for vehicle damages incurred while responding to an emergency call. All in favor.

### ***Sexual Harassment Training***

- A motion was made by Commissioner Gallagher, seconded by Commissioner Ross to suspend the following Company members who have not completed their annual sexual harassment training: \_\_\_\_\_

The Board instructed the Secretary to those Fire Company members who have not completed their annual sexual harassment training that they are suspended until completing the course

***FIT Testing Machine***

– A motion was made by Commissioner Schultz, seconded by Commissioner Ross to contribute \$600.00 towards the purchase of a FIT testing machine with the balance of the cost to be paid with funds received under a FMEA grant. All in favor.

***Flash Over Training***

– A motion was made by Commissioner Ross, seconded by Commissioner Gallagher to approve five fighters to take a flash over training course at a cost of \$500.00. All in favor.

***Vehicle Driver Approval***

– A motion was made by Commissioner Ross, seconded by Commissioner Gallagher to approve Ryan Boyle a driver for 51-B3. All in favor.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Ross to adjourned the meeting at 9:15 PM.

Sincerely,

Joseph P. McConnell  
Secretary

# Chief's Report to Board of Fire Commissioners

## January 2021

### Calls:

During the month of December there were 46 fire calls and 48 ambulance calls for a total of 94 alarms. There were 33 false alarms for the month. There were 514 fire calls and 512 ambulance calls for a total of 1,026 alarms for 2020.

### Apparatus:

The mileage on the Chief cars are as follows:

2021: 6,600

2022: 97,958

2023: 97,443

### Accident:

On Sunday January 3<sup>rd</sup> Alex Greene was driving Engine 286 to a CO alarm at 19 Hadley Road when he hit the corner of the gate with the driver's side intake. There was some damage to the gate and to the cap of the intake. The homeowner was notified, and I gave her my card should she need to get in touch with the department. I have not yet heard from the homeowner. The commissioners were notified immediately. The photos, and police incident report are attached.

### Membership:

Dan Burke has completed his probationary requirements and will receive badge 247.

### AFG Grant:

The yearly FEMA grant application is now open. With the help of Jonathan Goodman, I would like to apply for a grant for a FIT test machine. Should we be awarded the grant, the district would be responsible for paying 5% or approximately \$600.

### Training:

I would like to send up to five interior firefighters for flashover training. This training is not regularly offered but is incredibly valuable for learning fire behavior. I would like approval to be reimbursed for the cost of the class up to \$500.

### Driver Training Forms:

In an effort to streamline the driver training forms, I would like the option to submit driver training forms for trainees that were filled out online and printed. These forms contain the same information as the standard pre-printed driver training forms. The original paper forms will still be available for anyone who would still like to continue to use those forms. A sample online submitted driver training form is attached.

## Bailout Mat:

The current bailout mat is worn out. Please purchase two mats to be used for bailout. The information for the mats are attached.

Phil Goulet  
Chief of Department

# Treasurer's Report

January 11, 2021

Final Payment Batch for December 2020:	\$284,380.08	Up \$198,011.34 from 2019 or 330%
Total Deposits for December 2020:	\$5,569.08	
Number of check payments:	39	
Number of EFT payments:	5	

Check 3949 made out to William V. McGill & Co. in the amount of \$990.00 (medical supplies) was voided. The bill was paid with the district's credit card and appears on the December 2020 statement.

The 2020 Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums was completed and submitted to the Office of the State Comptroller on 12/28/20.

Final payroll submissions for the 2020 year will be submitted by the end of the month. All paid district employees will receive W2 statements via USPS. Any applicable 1099s will also be completed and mailed out.

The AUD (Annual Update Document) is due to New York State by the end of February. Preparation of the submission will start this month.

A short presentation of the 2020 year in review will be made to the Board during February's meeting.

## Requested Budget Transfer

<u>Amount</u>	<u>From</u>	<u>To</u>
\$12,000.00	Fuel, Light, Water	Equipment Repair
<b>Total: \$12,000.00</b>		

<u>Amount</u>	<u>From</u>	<u>To</u>
\$500.00	Conventions	Maintenance Supplies
<b>Total: \$500.00</b>		

## North Castle Fire District #2

### Abstract of Claims

January 2021

Check	Claimant	Amount
3953	A.A.A. Emergency Supply Co., Inc.	\$ 593.75
3954	ABM Air Conditioning & Heating, Inc.	\$ 5,620.00
3955	Adam F. Ross	\$ 1,614.99
3956	Armonk Garage	\$ 187.00
3957	Association of Fire Districts of NYS	\$ 500.00
3958	Boomers Gardening, Inc.	\$ 1,150.00
3959	Hopewell Fire Apparatus Service Co., Inc.	\$ 16,905.51
3960	Joseph McConnell	\$ 1,466.75
3961	Konica Minolta Business Solutions USA Inc.	\$ 36.72
3962	MISTRAS Group Inc.	\$ 4,047.00
3963	Motorola Solutions, Inc.	\$ 5,907.10
3964	Nicholas E. Langer	\$ 1,442.39
3965	Northeast Radiology	\$ 150.00
3966	O.S.P. Fire Protection	\$ 681.00
3967	Optimum	\$ 157.51
3968	PRG Engineering Group, PLLC	\$ 586.50
3969	Sprint	\$ 66.15
3970	Starnet Emergency Services, Inc.	\$ 11,283.76
3971	Tire Buys, Inc.	\$ 457.91
3972	Town of North Castle	\$ 1,816.60
3973	Verizon	\$ 897.20
3974	Verizon Wireless	\$ 82.45
3975	Westchester Health Medical, P.C.	\$ 9,909.12
EFT	Cardmember Services (Sterling)	\$ 1,599.46
EFT	Con Edison	\$ 2,256.69
EFT	Crystal Rock LLC	\$ 58.00
EFT	NYS Income Tax	\$ 355.47
EFT	FED Tax & FICA	\$ 1,725.07
Check Total		Batch Total
23		\$ 71,554.10

**TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2**  
**Profit & Loss Budget vs. Actual**  
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
A1001 · Real Property Taxes				
A1001.1 · Budget Tax Money Rec'd	1,649,440.00	1,649,440.00	0.00	100.0%
Total A1001 · Real Property Taxes	<u>1,649,440.00</u>	<u>1,649,440.00</u>	<u>0.00</u>	<u>100.0%</u>
A2262 · Fire Protection Services Other				
A2262.1 · Banksville Ambulance Contract	19,000.00	19,000.00	0.00	100.0%
Total A2262 · Fire Protection Services Other	<u>19,000.00</u>	<u>19,000.00</u>	<u>0.00</u>	<u>100.0%</u>
A2401 · Interest and Earnings				
A2401.1 · Interest Earned	952.17	500.00	452.17	190.43%
Total A2401 · Interest and Earnings	<u>952.17</u>	<u>500.00</u>	<u>452.17</u>	<u>190.43%</u>
A2665 · Sales of Equipment	550.00			
A2680 · Insurance Recoveries	9,479.00			
A2701 · Refunds of Prior Year's Expense	0.00	500.00	-500.00	0.0%
A2705 · Gifts and Donations				
A2705.2 · Misc - Bldg usage for voting	600.00	750.00	-150.00	80.0%
A2705 · Gifts and Donations - Other	0.00	250.00	-250.00	0.0%
Total A2705 · Gifts and Donations	<u>600.00</u>	<u>1,000.00</u>	<u>-400.00</u>	<u>60.0%</u>
A3389 · State Aid, Other Public Safety				
.700 · Received From NYS	0.00			
.800 · Grant Monies	6,172.19			
Total A3389 · State Aid, Other Public Safety	<u>6,172.19</u>			
RA2401 · Interest Earned - Res Fund A	661.96			
RB2401 · Interest Earned - Res Fund B	224.94			
TA50 · Foreign Fire Ins 2% Monies				
TA50.1 · 2% Monies	-106,594.34			
TA50.2 · Foreign Insurance Rec'd	106,594.34			
Total TA50 · Foreign Fire Ins 2% Monies	<u>0.00</u>			
Total Income	<u>1,687,080.26</u>	<u>1,670,440.00</u>	<u>16,640.26</u>	<u>101.0%</u>
<b>Gross Profit</b>	<u>1,687,080.26</u>	<u>1,670,440.00</u>	<u>16,640.26</u>	<u>101.0%</u>
<b>Expense</b>				
A1930 · Judgement and Claims				
.41 · Refund Of Taxes	0.00	18,000.00	-18,000.00	0.0%
Total A1930 · Judgement and Claims	<u>0.00</u>	<u>18,000.00</u>	<u>-18,000.00</u>	<u>0.0%</u>
A3410.1 · Personal Services				
.110 · Treasurer	23,595.60	23,595.60	0.00	100.0%
.111 · FICA	4,617.18	5,500.00	-882.82	83.95%
.112 · Federal Withholding Tax	-31.25			
.113 · State Tax	-13.75			
.120 · Secretary	23,379.84	23,379.87	-0.03	100.0%
.130 · Caretaker	11,440.00	11,200.00	240.00	102.14%
.170 · Temporary				
.101 · Data Entry Clerk	2,440.32	2,440.33	-0.01	100.0%
Total .170 · Temporary	<u>2,440.32</u>	<u>2,440.33</u>	<u>-0.01</u>	<u>100.0%</u>
A3410.1 · Personal Services - Other	0.00	4,974.20	-4,974.20	0.0%
Total A3410.1 · Personal Services	<u>65,427.94</u>	<u>71,090.00</u>	<u>-5,662.06</u>	<u>92.04%</u>
A3410.2 · Equipment				
.230 · Equipment Purchased	<u>156,333.79</u>	<u>164,200.00</u>	<u>-7,866.21</u>	<u>95.21%</u>

**TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2**  
**Profit & Loss Budget vs. Actual**  
**January through December 2020**

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total A3410.2 • Equipment</b>	<b>156,333.79</b>	<b>164,200.00</b>	<b>-7,866.21</b>	<b>95.21%</b>
<b>A3410.4 • Contractual Expenditures</b>				
.40050 • EMT Services	133,404.00	138,000.00	-4,596.00	96.67%
.40100 • Office Supplies				
.40101 • Postage	56.00	500.00	-444.00	11.2%
.40130 • Office Supplies - general	2,319.38			
.40131 • Secretary Supplies	32.50			
.40140 • Bank Fees	124.65	500.00	-375.35	24.93%
.40150 • Fire House Software	249.26			
.40100 • Office Supplies - Other	1,434.78	5,500.00	-4,065.22	26.09%
<b>Total .40100 • Office Supplies</b>	<b>4,216.57</b>	<b>6,500.00</b>	<b>-2,283.43</b>	<b>64.87%</b>
.40200 • Travel Expenses				
.40201 • Convention	0.00	1,000.00	-1,000.00	0.0%
.40202 • Motel	497.16	500.00	-2.84	99.43%
.40203 • Travel	2,997.60	3,000.00	-2.40	99.92%
<b>Total .40200 • Travel Expenses</b>	<b>3,494.76</b>	<b>4,500.00</b>	<b>-1,005.24</b>	<b>77.66%</b>
.40300 • Subscriptions				
A40302 Community Awareness	402.00	1,500.00	-1,098.00	26.8%
.40301 • Dues / Subscriptions	3,320.83	4,500.00	-1,179.17	73.8%
<b>Total .40300 • Subscriptions</b>	<b>3,722.83</b>	<b>6,000.00</b>	<b>-2,277.17</b>	<b>62.05%</b>
.40400 • Uniforms	5,164.00	8,000.00	-2,836.00	64.55%
.40500 • Public Drills & Inspections				
.40501 • Installation Dinner	2,100.00	11,000.00	-8,900.00	19.09%
.40502 • Awards	5,301.85	1,500.00	3,801.85	353.46%
.40500 • Public Drills & Inspections - Other	600.00			
<b>Total .40500 • Public Drills &amp; Inspections</b>	<b>8,001.85</b>	<b>12,500.00</b>	<b>-4,498.15</b>	<b>64.02%</b>
.40600 • Election Expense				
.40602 • Public/ Legal Notices	282.00	750.00	-468.00	37.6%
.40604 • Election Teller	300.00	1,200.00	-900.00	25.0%
<b>Total .40600 • Election Expense</b>	<b>582.00</b>	<b>1,950.00</b>	<b>-1,368.00</b>	<b>29.85%</b>
.40700 • Consultants				
.40701 • Training	4,757.99	12,500.00	-7,742.01	38.06%
.40703 • Consulting	7,381.70			
<b>Total .40700 • Consultants</b>	<b>12,139.69</b>	<b>12,500.00</b>	<b>-360.31</b>	<b>97.12%</b>
.40800 • Building and Grounds				
.40801 • Fuel, Light, Water	30,455.36	50,000.00	-19,544.64	60.91%
.40804 • Building & Grounds Improvement	55,990.00	56,500.00	-510.00	99.1%
.40805 • Building & Grounds Maintenance	71,536.23	72,500.00	-963.77	98.67%
.40806 • Maintenance Supplies	6,083.92	6,000.00	83.92	101.4%
<b>Total .40800 • Building and Grounds</b>	<b>164,065.51</b>	<b>185,000.00</b>	<b>-20,934.49</b>	<b>88.68%</b>
.40900 • Fire Apparatus and Equipment				
.40901 • Tech Equipment	1,955.97	2,000.00	-44.03	97.8%
.40902 • Equipment Repair	83,464.93	72,500.00	10,964.93	115.12%
.40903 • Gas, Oil, Lubricants	10,375.71	12,500.00	-2,124.29	83.01%
.40904 • Banksville Contract Share	6,650.00	6,650.00	0.00	100.0%
.40905 • Medical Supplies	21,258.04	22,000.00	-741.96	96.63%
<b>Total .40900 • Fire Apparatus and Equipment</b>	<b>123,704.65</b>	<b>115,650.00</b>	<b>8,054.65</b>	<b>106.97%</b>
.41000 • Fire Alarm System				
.41001 • Telephones	14,329.58	15,000.00	-670.42	95.53%

**TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2**  
**Profit & Loss Budget vs. Actual**  
**January through December 2020**

	<b>Jan - Dec 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>.41002 · Alarm Maintenance</b>	<b>4,466.88</b>	<b>5,000.00</b>	<b>-533.12</b>	<b>89.34%</b>
<b>Total .41000 · Fire Alarm System</b>	<b>18,796.46</b>	<b>20,000.00</b>	<b>-1,203.54</b>	<b>93.98%</b>
<b>.41100 · Hydrant Rentals</b>	<b>33,805.75</b>	<b>34,000.00</b>	<b>-194.25</b>	<b>99.43%</b>
<b>.41200 · Insurance</b>				
<b>.41202 · Public Liability &amp; Prop Damage</b>	<b>48,202.50</b>	<b>48,400.00</b>	<b>-197.50</b>	<b>99.59%</b>
<b>.41203 · Insurance - Accident/Sickness</b>	<b>3,947.00</b>	<b>4,000.00</b>	<b>-53.00</b>	<b>98.68%</b>
<b>.41204 · Other Insurance</b>	<b>24,518.76</b>	<b>24,600.00</b>	<b>-81.24</b>	<b>99.67%</b>
<b>Total .41200 · Insurance</b>	<b>76,668.26</b>	<b>77,000.00</b>	<b>-331.74</b>	<b>99.57%</b>
<b>.41300 · Legal and Auditing Fees</b>				
<b>.41301 · Audit Services Rendered</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>.43102 · Legal Fees</b>	<b>22,247.50</b>	<b>23,500.00</b>	<b>-1,252.50</b>	<b>94.67%</b>
<b>Total .41300 · Legal and Auditing Fees</b>	<b>30,247.50</b>	<b>31,500.00</b>	<b>-1,252.50</b>	<b>96.02%</b>
<b>Total A3410.4 · Contractual Expenditures</b>	<b>618,013.83</b>	<b>653,100.00</b>	<b>-35,086.17</b>	<b>94.63%</b>
<b>A9025.8 · Local Pension Fund</b>				
<b>.803 · Length Of Service Awards</b>	<b>33,900.00</b>	<b>34,000.00</b>	<b>-100.00</b>	<b>99.71%</b>
<b>Total A9025.8 · Local Pension Fund</b>	<b>33,900.00</b>	<b>34,000.00</b>	<b>-100.00</b>	<b>99.71%</b>
<b>A9040.8 · Workers' Compensation</b>				
<b>.810 · Workmens Comp</b>	<b>35,701.00</b>	<b>35,800.00</b>	<b>-99.00</b>	<b>99.72%</b>
<b>Total A9040.8 · Workers' Compensation</b>	<b>35,701.00</b>	<b>35,800.00</b>	<b>-99.00</b>	<b>99.72%</b>
<b>A9050.8 · Unemployment Insurance</b>				
<b>.811 · Unemployment Taxes</b>	<b>188.23</b>			
<b>Total A9050.8 · Unemployment Insurance</b>	<b>188.23</b>			
<b>A9060.8 · Hospital, Medical &amp; Accidnt Ins</b>				
<b>.806 · Medical Exams</b>	<b>21,281.00</b>	<b>28,000.00</b>	<b>-6,719.00</b>	<b>76.0%</b>
<b>Total A9060.8 · Hospital, Medical &amp; Accidnt Ins</b>	<b>21,281.00</b>	<b>28,000.00</b>	<b>-6,719.00</b>	<b>76.0%</b>
<b>A9710.6 · Redemption of Bonds</b>				
<b>.611 · Serial Bond Prin Pyt</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>.650 · PCSB Truck Bond Principal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total A9710.6 · Redemption of Bonds</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>A9710.7 · Interest on Bonds</b>				
<b>.711 · Bond Interest Due</b>	<b>105,250.00</b>	<b>105,250.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>.750 · PCSB Truck Bond Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total A9710.7 · Interest on Bonds</b>	<b>105,250.00</b>	<b>105,250.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>A9901.9 · Transfer to Other Funds</b>				
<b>.904 · Transfer to Fund A from GF</b>	<b>135,000.00</b>	<b>135,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>.905 · Transfer to Fund B from GF</b>	<b>76,000.00</b>	<b>76,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total A9901.9 · Transfer to Other Funds</b>	<b>211,000.00</b>	<b>211,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>1,597,095.79</b>	<b>1,670,440.00</b>	<b>-73,344.21</b>	<b>95.61%</b>