

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

August 9th, 2021

Constituting a quorum ready to transact business, the meeting was called to order by Chairman William Fisher at 7:00 p.m. with the following Commissioners attending:

William Fisher	Commissioner
Donald Dehmer	Commissioner
Joseph Gallagher	Commissioner
Edwin Schultz	Commissioner
Adam Ross	Treasurer
Joseph McConnell	Secretary

PUBLIC COMMENT – None

TREASURER REPORT (attached)

COMMITTEE REPORTS

House

Commissioner Fisher will be contacting ADT regarding replacing the fire station smoke detectors.

Commissioner Schultz reported:

- Stanley Security to submit a proposal for replacing existing door fob pads.
- Twelve bailout harnesses have been delivered.
- ADT will be contacted regarding replacing the firehouse heat and smoke detectors.

Truck/Equipment

Commissioner Fisher reported:

- One scene light has been delivered for Engine 286.
- New Utility 85 at Dealer awaiting assembly of rear body section.
- Order for the new Seagrave Engine 287 has been placed with delivery in four hundred days.

EMS

- NYS Department of Health inspection of ambulances to be scheduled in September.

CHIEFS REPORT (attached)

Chief Goulet reported in July there were 52 fire calls, 57 ambulance calls totaling 109 alarms. Additionally, Assistant Chief Fenster will be out of town the last week of August and Captain Carthy will be assigned to his vehicle.

OLD BUSINESS

Inspection Dinner

- Commissioner Schultz will be contacting the Beehive Restaurant the first week of September to set the meal menu.

-NEW BUSINESS

Minutes

- The July 12th, 2021 Regular Meeting minutes were read and approved on a motion by Commissioner Dehmer, seconded by Commissioner Gallagher. All in favor.
- The July 27th, 2021 Special Meeting minutes were read and approved on a motion by Commissioner Schultz, seconded by Commissioner Gallagher. All in favor.

June Expenses

- A motion was made by Commissioner Gallagher, seconded by Commissioner Ross to pay the July expenses totally \$57,669.54. All in favor.

Funds Transfer

- A motion was made by Commissioner Gallagher, seconded by Commissioner Fisher to transfer \$2,500.00 from "Property Tax Refund" to "Other Insurance". All in favor.

2022 Budget

- The Board will hold a workshop on September 7th at 6:00 PM to develop a 2022 Budget Proposal.
- The 2022 Budget Public Hearing will be held October 19, 2021 at 6 PM in the Armonk Fire Department Headquarters.

Equipment

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to declare the 1991 KME Pumper as surplus with a value less than \$20,000. All in favor.

- The Board instructed the Secretary to post a For Sale notice at the Firehouse and Town Hall for the 1991 KME with bids to be reviewed at the September Regular Meeting.
- The Board approved the purchase of an APC BX1000M Back-up Pro 1000VA for the District Treasurer's computer at a cost of \$134.99.
- A motion was made by Commissioner Fisher, seconded by Commissioner Schultz to purchase eight SCBA bottles at a cost of \$1,100.00 per bottle. All in favor.
- A motion was made by Commissioner Ross, seconded by Commissioner Fisher to purchase six recliners for the Company Social Room from Fire Station Furniture.com at a cost of \$649.00 each. All in favor.
- A motion was made by Commissioner Fisher, seconded by Commissioner Ross to purchase fifty job shirts at a cost of \$80.00 each. All in favor.

Membership

- A motion was made by Commissioner Gallagher, seconded by Commissioner Schultz to approve Robin Lovell's application for membership as a firefighter. All in favor.

Mitch Sime Memorial

- Assistant Chief Cano advised the Board a memorial service open to the public for former member Mitch Sime would be held Saturday August 28th at Fire Headquarters.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Gallagher to adjourn the meeting at 9:00 PM.

Sincerely,

Joseph P. McConnell
Secretary

Treasurer's Report

August 9, 2021

Final Payment Batch for July:	\$182,233	Down \$2,380 from 2020 or 1%
Total Deposits for July:	\$142,882	
Number of check payments:	29	
Number of EFT payments:	6	

I am requesting authorization for the purchase of an APC unit in the office. The computers are knocked offline whenever a storm causes an outage. This device will keep the workstation powered until the generators are able to kick on to restore power. Estimated funds needed for the purchase are \$150.

A review of the department's inventory management will be conducted in the coming weeks. I will meet with the Chief to review current practices and controls.

<u>Amount</u>	<u>From</u>	<u>To</u>
2,500.00	Property Tax Refunds	Other Insurance
100.00	Community Awareness	Bank Fees

Total: 2,600.00

North Castle Fire District #2

Abstract of Claims

August 2021

Check	Claimant	Amount
4166	AAA Emergency Supply Co.	\$ 15,300.45
4167	Adam F. Ross	\$ 1,600.00
4168	Better Water Well Systems, Inc.	\$ 764.00
4169	Bound Tree Medical, LLC	\$ 2,496.82
4170	Caremount Medical	\$ 347.50
4171	DJ's Auto Clinic	\$ 1,757.70
4172	Fiscal Advisors & Marketing, Inc.	\$ 1,900.00
4173	Hopewell Fire Apparatus Service Co., Inc.	\$ 720.00
4174	Hubbinette-Cowell Associates, Inc.	\$ 2,145.00
4175	Hudson Valley Fire Equipment	\$ 5,732.10
4176	Joseph McConnell	\$ 1,466.75
4177	Konica Minolta Business Solutions	\$ 28.15
4178	Metrocom Wireless, Inc	\$ 157.50
4179	Motorola Solutions, Inc	\$ 729.75
4180	New England Uniform, LLC	\$ 113.00
4181	Nicholas E. Langer	\$ 1,308.56
4182	Sprint	\$ 65.32
4183	Stanley Convergent Security Solutions Inc	\$ 1,116.72
4184	Starnet Emergency Services, Inc.	\$ 11,283.76
4185	Town of North Castle	\$ 2,964.47
4186	Verizon	\$ 940.25
4187	Verizon Wireless	\$ 92.47
4188	Veso Life	\$ 140.45
EFT	Cardmember Service	\$ 2,220.24
EFT	Con Edison	\$ 157.15
EFT	Crystal Rock LLC	\$ 140.83
EFT	NYS Dept. of Taxation and Finance	\$ 345.57
EFT	United States Treasury	\$ 1,635.03
Check Total		Batch Total
30		\$ 57,669.54

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
A27701 Other Unclassified income	0.00	150,000.00	-150,000.00	0.0%
A1001 · Real Property Taxes				
A1001.1 · Budget Tax Money Rec'd	1,674,925.00	1,674,925.00	0.00	100.0%
Total A1001 · Real Property Taxes	1,674,925.00	1,674,925.00	0.00	100.0%
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	19,000.00	19,000.00	0.00	100.0%
A2401 · Interest and Earnings				
A2401.1 · Interest Earned	155.32	300.00	-144.68	51.77%
Total A2401 · Interest and Earnings	155.32	300.00	-144.68	51.77%
A2680 · Insurance Recoveries	4,774.00	0.00	4,774.00	100.0%
A2705 · Gifts and Donations				
A2705.2 · Misc - Bldg usage for voting	0.00	750.00	-750.00	0.0%
A2705 · Gifts and Donations - Other	0.00	250.00	-250.00	0.0%
Total A2705 · Gifts and Donations	0.00	1,000.00	-1,000.00	0.0%
A2770 · Other Income				
.999 · Miscellaneous	0.00	500.00	-500.00	0.0%
Total A2770 · Other Income	0.00	500.00	-500.00	0.0%
A3389 · State Aid, Other Public Safety				
.700 · Received From NYS	8,035.47	0.00	8,035.47	100.0%
.800 · Grant Monies	1,409.91	0.00	1,409.91	100.0%
Total A3389 · State Aid, Other Public Safety	9,445.38	0.00	9,445.38	100.0%
RA2401 · Interest Earned - Res Fund A	424.89	100.00	324.89	424.89%
RB2401 · Interest Earned - Res Fund B	115.85	100.00	15.85	115.85%
TA50 · Foreign Fire Ins 2% Monies				
TA50.1 · 2% Monies	-142,881.79	0.00	-142,881.79	100.0%
TA50.2 · Foreign Insurance Rec'd	142,881.79	0.00	142,881.79	100.0%
Total TA50 · Foreign Fire Ins 2% Monies	0.00	0.00	0.00	0.0%
Total Income	1,708,840.44	1,845,925.00	-137,084.56	92.57%
Gross Profit	1,708,840.44	1,845,925.00	-137,084.56	92.57%
Expense				
A1930 · Judgement and Claims				
.41 · Refund Of Taxes	0.00	14,000.00	-14,000.00	0.0%
Total A1930 · Judgement and Claims	0.00	14,000.00	-14,000.00	0.0%
A3410.1 · Personal Services				
.110 · Treasurer	15,222.41	26,095.56	-10,873.15	58.33%
.111 · FICA	3,214.98	6,000.00	-2,785.02	53.58%
.112 · Federal Withholding Tax	22.50	0.00	22.50	100.0%
.113 · State Tax	9.90	0.00	9.90	100.0%
.120 · Secretary	14,047.39	24,081.24	-10,033.85	58.33%
.130 · Caretaker	11,140.00	20,809.67	-9,669.67	53.53%
.170 · Temporary				
.101 · Data Entry Clerk	1,256.76	2,513.53	-1,256.77	50.0%
Total .170 · Temporary	1,256.76	2,513.53	-1,256.77	50.0%
Total A3410.1 · Personal Services	44,913.94	79,500.00	-34,586.06	56.5%
A3410.2 · Equipment				
.230 · Equipment Purchased	52,100.48	88,300.00	-36,199.52	59.0%
Total A3410.2 · Equipment	52,100.48	88,300.00	-36,199.52	59.0%
A3410.4 · Contractual Expenditures				
.40050 · EMT Services	78,986.32	145,000.00	-66,013.68	54.47%
.40100 · Office Supplies				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
.40101 · Postage	408.25	500.00	-91.75	81.65%
.40130 · Office Supplies - general	557.37	0.00	557.37	100.0%
.40131 · Secretary Supplies	70.41	0.00	70.41	100.0%
.40140 · Bank Fees	910.27	900.00	10.27	101.14%
.40100 · Office Supplies - Other	1,025.31	6,000.00	-4,974.69	17.09%
Total .40100 · Office Supplies	2,971.61	7,400.00	-4,428.39	40.16%
.40200 · Travel Expenses				
.40201 · Convention	0.00	1,000.00	-1,000.00	0.0%
.40202 · Motel	662.88	0.00	662.88	100.0%
.40203 · Travel	2,014.43	2,700.00	-685.57	74.61%
Total .40200 · Travel Expenses	2,677.31	3,700.00	-1,022.69	72.36%
.40300 · Subscriptions				
.A40302 Community Awareness	808.53	4,000.00	-3,191.47	20.21%
.40301 · Dues / Subscriptions	2,940.82	3,500.00	-559.18	84.02%
Total .40300 · Subscriptions	3,749.35	7,500.00	-3,750.65	49.99%
.40400 · Uniforms	422.53	6,300.00	-5,877.47	6.71%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	0.00	5,300.00	-5,300.00	0.0%
.40502 · Awards	0.00	1,500.00	-1,500.00	0.0%
.40500 · Public Drills & Inspections - Other	0.00	0.00	0.00	0.0%
Total .40500 · Public Drills & Inspections	0.00	6,800.00	-6,800.00	0.0%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	0.00	1,000.00	-1,000.00	0.0%
.40604 · Election Teller	0.00	1,200.00	-1,200.00	0.0%
Total .40600 · Election Expense	0.00	2,200.00	-2,200.00	0.0%
.40700 · Consultants				
.40701 · Training	1,298.07	3,000.00	-1,701.93	43.27%
.40703 · Consulting	1,216.25	7,000.00	-5,783.75	17.38%
Total .40700 · Consultants	2,514.32	10,000.00	-7,485.68	25.14%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	22,898.17	45,000.00	-22,101.83	50.89%
.40804 · Building & Grounds Improvement	0.00	20,000.00	-20,000.00	0.0%
.40805 · Building & Grounds Maintenance	41,054.60	62,500.00	-21,445.40	65.69%
.40806 · Maintenance Supplies	1,865.53	5,500.00	-3,634.47	33.92%
Total .40800 · Building and Grounds	65,818.30	133,000.00	-67,181.70	49.49%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	2,014.65	2,250.00	-235.35	89.54%
.40902 · Equipment Repair	39,183.48	80,000.00	-40,816.52	48.98%
.40903 · Gas, Oil, Lubricants	6,762.79	12,000.00	-5,237.21	56.36%
.40904 · Banksville Contract Share	0.00	6,650.00	-6,650.00	0.0%
.40905 · Medical Supplies	6,363.90	15,000.00	-8,636.10	42.43%
Total .40900 · Fire Apparatus and Equipment	54,324.82	115,900.00	-61,575.18	46.87%
.41000 · Fire Alarm System				
.41001 · Telephones	8,556.07	15,000.00	-6,443.93	57.04%
.41002 · Alarm Maintenance	3,350.16	4,750.00	-1,399.84	70.53%
Total .41000 · Fire Alarm System	11,906.23	19,750.00	-7,843.77	60.29%
.41100 · Hydrant Rentals	33,805.75	35,000.00	-1,194.25	96.59%
.41200 · Insurance				
.41202 · Public Liability & Prop Damage	51,638.37	51,700.00	-61.63	99.88%
.41203 · Insurance - Accident/Sickness	3,917.00	0.00	3,917.00	100.0%
.41204 · Other Insurance	27,767.05	29,600.00	-1,832.95	93.81%
Total .41200 · Insurance	83,322.42	81,300.00	2,022.42	102.49%
.41300 · Legal and Auditing Fees				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
.41301 · Audit Services Rendered	8,160.00	8,000.00	160.00	102.0%
.41302 · Legal Fees	3,167.00	10,000.00	-6,833.00	31.67%
Total .41300 · Legal and Auditing Fees	11,327.00	18,000.00	-6,673.00	62.93%
Total A3410.4 · Contractual Expenditures	351,825.96	591,850.00	-240,024.04	59.45%
A9025.8 · Local Pension Fund				
.803 · Length Of Service Awards	52,000.00	56,200.00	-4,200.00	92.53%
.865 · LOSAP - Admin Fee	4,200.00			
Total A9025.8 · Local Pension Fund	56,200.00	56,200.00	0.00	100.0%
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	39,828.00	40,000.00	-172.00	99.57%
Total A9040.8 · Workers' Compensation	39,828.00	40,000.00	-172.00	99.57%
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	705.78	0.00	705.78	100.0%
Total A9050.8 · Unemployment Insurance	705.78	0.00	705.78	100.0%
A9060.8 · Hospital, Medical & Accidnt Ins				
.806 · Medical Exams	4,868.06	28,000.00	-23,131.94	17.39%
Total A9060.8 · Hospital, Medical & Accidnt Ins	4,868.06	28,000.00	-23,131.94	17.39%
A9710.6 · Redemption of Bonds				
.611 · Serial Bond Prin Pyt	360,000.00	360,000.00	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	465,000.00	465,000.00	0.00	100.0%
A9710.7 · Interest on Bonds				
.711 · Bond Interest Due	50,000.00	94,600.00	-44,600.00	52.85%
A9710.7 · Interest on Bonds - Other	12,631.35	18,475.00	-5,843.65	68.37%
Total A9710.7 · Interest on Bonds	62,631.35	113,075.00	-50,443.65	55.39%
A9901.9 · Transfer to Other Funds				
.904 · Transfer to Fund A from GF	0.00	145,000.00	-145,000.00	0.0%
.905 · Transfer to Fund B from GF	0.00	75,000.00	-75,000.00	0.0%
A9901.9 · Transfer to Other Funds - Other	0.00	150,000.00	-150,000.00	0.0%
Total A9901.9 · Transfer to Other Funds	0.00	370,000.00	-370,000.00	0.0%
Total Expense	1,078,073.57	1,845,925.00	-767,851.43	6.47

Chief's Report to Board of Fire Commissioners August 2021

Apparatus:

The mileage on the Chief cars are as follows:

2021: 11,000

2022: 104,600

2023: 105,000

Membership:

Liz Markiewicz has completed her probation requirements and will be awarded badge 250

Equipment:

One fire ground radio on Engine 286 is not working properly, many others have old batteries which should be replaced.

Phil Goulet
Chief of Department