

MINUTES OF THE REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

October 11th, 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 |
| Edwin Schultz | Commissioner |
| Adam Ross | Treasurer |
| Joseph McConnell | Secretary |

PUBLIC COMMENT – No public comment

TREASURER REPORT (attached)

COMMITTEE REPORTS

House

Commissioner Schultz & Fisher reported:

- Company social room exit door to be repaired.
- New TV has been installed in the gym.
- Awaiting vendor proposal for replacing the social room furniture.
- Investigating contractor to reseal the firehouse driveway.

Truck/Equipment

Commissioner Ross & Fisher reported:

- Awaiting manufacturer information on replacing vehicle emission filters.
- Checking availability of a new vehicle to replace the current Assistant Chief's vehicle.

EMS

- Two sets of four CPR mannequins costing \$556.00 have been ordered.

CHIEFS REPORT (attached)

Chief Goulet reported in September there were 57 fire calls, 45 ambulance calls totaling 102 alarms.

OLD BUSINESS

2022 Budget

- 2022 Fire District Budget public hearing will be held October 19, 2021 at 6:00 PM.

-NEW BUSINESS

Minutes

- The September 13, 2021 Regular Meeting minutes were read and approved as corrected on a motion by Commissioner Schultz, seconded by Commissioner Dehmer. All in favor.

September Expenses

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to pay the September expenses totally \$61,949.87. All in favor.

Executive Session

- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to enter into Executive Session at 8:05 PM to discuss personnel matters. All in favor.
- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to exit Executive Session at 8:14 PM. All in favor.
- A motion was made by Commissioner Dehmer, seconded by Commissioner Ross to enter into Executive Session at 8:20 PM to discuss personnel matters. All in favor.
- A motion was made by Commissioner Fisher, seconded by Commissioner Dehmer to exit Executive Session at 8:35 PM. All in favor.
- The Board tabled discussion on the district's social media policy pending further investigation.

Firehouse Software

- A committee has been formed to investigate software to replace the current firehouse software which will be no longer supported by the vendor in the second half of 2022.

Social Media Policy

- The Board tabled discussion on the district's social media policy pending further investigation.

Fire Alarm Ring

- The Board requested Commissioner Ross to investigate the cost for installing the fire alarm ring in front of the firehouse.

EMS Officers

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to allow the EMS Capitan to appoint two EMS Lieutenant positions for administrative support. All in favor.

Membership

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to accept Jill Drucker's application as an EMT. All in favor.

ATV Training

- The Chief will provide the Board with the names of members who will be attending the Pawling Fire Department November 7th ATV training.

Educational Seminar

- A motion was made by Commissioner Schultz, seconded by Commissioner Dehmer to pay for EMT Brian Straus's Advance Medical Life Support Training course on November 20 and 21, 2021 at a cost of \$200.00. All in favor.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Doug to adjourned the meeting at 9:09 PM.

Sincerely,

Joseph P. McConnell
Secretary

Chief's Report to Board of Fire Commissioners

October 2021

Apparatus:

The mileage on the Chief cars are as follows:

2021: 12,700

2022: 106,000

2023: 107,000

Membership:

Brian Straus has completed his probation requirements and will be awarded badge 252

James Dweck has completed his probation requirements and will be awarded badge 253

Training:

I would like permission to take the Polaris to Pawling FD for an all day training event on November 7th. This provides drivers with basic and advanced training on using the Polaris. There is no cost.

I would like to send Brian Straus to Advanced Medical Life Support Training on November 20 and 21. The cost for the class is \$200. This class covers a number of topics and would be very beneficial in helping our EMT's provide a higher level of care to our community.

EMS Officers:

After further discussion, the Chiefs and line officers feel that having two official EMS lieutenants is crucial for our continued success of our EMS program. The amount of calls we respond on, and the level of administrative work is burdensome for the EMS captain alone. Over the past years, we have built up our EMS program significantly. We are well known throughout Westchester as a result of our success, and we continue to make improvements. We have more EMT's and conduct more EMS training than ever before. Having two EMS Lieutents to support the EMS Captain will help continue to improve the department and the level of care we provide to our community. Last month there was some concern regarding the SOG's not reflecting the new EMS lieutenants. The SOG's have been updated to reflect the change, and I urge the board to approve the two new positions.

Phil Goulet
Chief of Department

Treasurer's Report

October 11, 2021

| | | |
|------------------------------------|-----------|--------------------------------|
| Final Payment Batch for September: | \$100,131 | Down \$18,925 from 2020 or 16% |
| Total Deposits for September: | \$4,000 | |
| Number of check payments: | 33 | |
| Number of EFT payments: | 6 | |

A wire payment to DTCC was processed in the amount of \$44,600 on 9/15. This was the second and final interest charge on the building bond for the year.

The district received \$4,000.00 in September as payment for the disposition of Engine 288 to Engineer Fire.

The Property Tax Cap filing for 2022 was processed and submitted to New York State. The tax levy limit for 2022 is set at \$1,738,314.

During September's board meeting, the proposed budget for 2022 was set at \$1,738,300.

North Castle Fire District #2

Abstract of Claims

October 2021

| Check | Claimant | Amount |
|-------|---|--------------|
| 4223 | AAA Emergency Supply Co. | \$ 788.00 |
| 4224 | Adam F. Ross | \$ 1,600.00 |
| 4225 | Armonk Garage | \$ 555.00 |
| 4226 | Armonk Hardware Co. | \$ 38.60 |
| 4227 | Better Water Well Systems, Inc. | \$ 325.00 |
| 4228 | Boomers Gardening Inc. | \$ 700.00 |
| 4229 | Bound Tree Medical, LLC | \$ 365.62 |
| 4230 | Carlos Cano | \$ 58.46 |
| 4231 | Culinary Depot | \$ 3,685.00 |
| 4232 | DJ's Auto Clinic | \$ 4,199.10 |
| 4233 | Emergency Services Marketing Corp, Inc | \$ 660.00 |
| 4234 | GTA Tree & Shrub Care Inc. | \$ 1,700.00 |
| 4235 | Hopewell Fire Apparatus Service Co., Inc. | \$ 1,944.38 |
| 4236 | Joseph McConnell | \$ 1,466.75 |
| 4237 | Kinsley Power Systems | \$ 1,117.13 |
| 4238 | Konica Minolta Business Solutions | \$ 38.30 |
| 4239 | Mt. Kisco Truck & Auto Parts | \$ 339.70 |
| 4240 | New England Uniform, LLC | \$ 548.00 |
| 4241 | Nicholas E. Langer | \$ 936.81 |
| 4242 | RBT CPAs | \$ 106.75 |
| 4243 | Sprint | \$ 65.29 |
| 4244 | Starnet Emergency Services, Inc. | \$ 11,283.76 |
| 4245 | Susan Macellaro | \$ 580.31 |
| 4246 | The Beehive | \$ 2,800.00 |
| 4247 | Tolls by Mail | \$ 6.32 |
| 4248 | Town of North Castle | \$ 3,348.59 |
| 4249 | Verizon | \$ 923.71 |
| 4250 | Verizon Wireless | \$ 92.47 |
| 4251 | Armonk Independent Fire Company, Inc. | \$ 6,650.00 |
| EFT | Cardmember Service | \$ 227.89 |

North Castle Fire District #2

Abstract of Claims

October 2021

| Check | Claimant | Amount |
|-------------|-----------------------------------|--------------|
| EFT | Con Edison | \$ 164.06 |
| EFT | Crystal Rock LLC | \$ 154.81 |
| EFT | NYS Dept. of Taxation and Finance | \$ 347.77 |
| EFT | United States Treasury | \$ 1,782.29 |
| Check Total | | Batch Total |
| 28 | | \$ 61,949.87 |

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

| Ordinary Income/Expense | Jan - Sep 21 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|--------------------|---------------|
| Income | | | | |
| A27701 Other Unclassified incom | 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 | 215.96 | 300.00 | -84.04 | 71.99% |
| Total A2401 - Interest and Earnings | 215.96 | 300.00 | -84.04 | 71.99% |
| 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 | 570.49 | 100.00 | 470.49 | 570.49% |
| RB2401 - Interest Earned - Res Fund B | 162.81 | 100.00 | 62.81 | 162.81% |
| 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 | 1,709,093.64 | 1,845,925.00 | -136,831.36 | 92.59% |
| Gross Profit | 1,709,093.64 | 1,845,925.00 | -136,831.36 | 92.59% |
| Expense | | | | |
| A1930 - Judgement and Claims | | | | |
| .41 - Refund Of Taxes | 0.00 | 11,500.00 | -11,500.00 | 0.0% |
| Total A1930 - Judgement and Claims | 0.00 | 11,500.00 | -11,500.00 | 0.0% |
| A3410.1 - Personal Services | | | | |
| .110 - Treasurer | 19,571.67 | 26,095.56 | -6,523.89 | 75.0% |
| .111 - FICA | 4,077.24 | 6,000.00 | -1,922.76 | 67.95% |
| .112 - Federal Withholding Tax | 125.00 | 0.00 | 125.00 | 100.0% |
| .113 - State Tax | 37.40 | 0.00 | 37.40 | 100.0% |
| .120 - Secretary | 18,060.93 | 24,081.24 | -6,020.31 | 75.0% |
| .130 - Caretaker | 14,200.00 | 20,809.67 | -6,609.67 | 68.24% |
| .170 - Temporary | | | | |
| .101 - Data Entry Clerk | 1,885.14 | 2,513.53 | -628.39 | 75.0% |
| Total .170 - Temporary | 1,885.14 | 2,513.53 | -628.39 | 75.0% |
| Total A3410.1 - Personal Services | 57,957.38 | 79,500.00 | -21,542.62 | 72.9% |
| A3410.2 - Equipment | | | | |
| .230 - Equipment Purchased | 75,137.87 | 88,300.00 | -13,162.13 | 85.09% |
| Total A3410.2 - Equipment | 75,137.87 | 88,300.00 | -13,162.13 | 85.09% |
| A3410.4 - Contractual Expenditures | | | | |

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

| | Jan - Sep 21 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------|-----------------------|--------------------|
| .40050 - EMT Services | 101,553.84 | 145,000.00 | -43,446.16 | 70.04% |
| .40100 - Office Supplies | | | | |
| .40101 - Postage | 416.80 | 500.00 | -83.20 | 83.36% |
| .40130 - Office Supplies - general | 859.11 | 0.00 | 859.11 | 100.0% |
| .40131 - Secretary Supplies | 70.41 | 0.00 | 70.41 | 100.0% |
| .40140 - Bank Fees | 910.27 | 1,000.00 | -89.73 | 91.03% |
| .40100 - Office Supplies - Other | 1,025.31 | 6,000.00 | -4,974.69 | 17.09% |
| Total .40100 - Office Supplies | 3,281.90 | 7,500.00 | -4,218.10 | 43.76% |
| .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 | 2,020.75 | 2,700.00 | -679.25 | 74.84% |
| Total .40200 - Travel Expenses | 2,683.63 | 3,700.00 | -1,016.37 | 72.53% |
| .40300 - Subscriptions | | | | |
| A40302 Community Awareness | 926.42 | 3,900.00 | -2,973.58 | 23.75% |
| .40301 - Dues / Subscriptions | 3,117.71 | 3,500.00 | -382.29 | 89.08% |
| Total .40300 - Subscriptions | 4,044.13 | 7,400.00 | -3,355.87 | 54.65% |
| .40400 - Uniforms | 970.53 | 6,300.00 | -5,329.47 | 15.41% |
| .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 | 400.00 | 1,200.00 | -800.00 | 33.33% |
| Total .40600 - Election Expense | 400.00 | 2,200.00 | -1,800.00 | 18.18% |
| .40700 - Consultants | | | | |
| .40701 - Training | 2,278.07 | 3,000.00 | -721.93 | 75.94% |
| .40703 - Consulting | 3,223.00 | 7,000.00 | -3,777.00 | 46.04% |
| Total .40700 - Consultants | 5,501.07 | 10,000.00 | -4,498.93 | 55.01% |
| .40800 - Building and Grounds | | | | |
| .40801 - Fuel, Light, Water | 28,610.17 | 45,000.00 | -16,389.83 | 63.58% |
| .40804 - Building & Grounds Improvement | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| .40805 - Building & Grounds Maintenance | 50,926.81 | 62,500.00 | -11,573.19 | 81.48% |
| .40806 - Maintenance Supplies | 3,385.38 | 5,500.00 | -2,114.62 | 61.55% |
| Total .40800 - Building and Grounds | 82,922.36 | 133,000.00 | -50,077.64 | 62.35% |
| .40900 - Fire Apparatus and Equipment | | | | |
| .40901 - Tech Equipment | 2,014.65 | 2,250.00 | -235.35 | 89.54% |
| .40902 - Equipment Repair | 46,324.70 | 80,000.00 | -33,675.30 | 57.91% |
| .40903 - Gas,Oil, Lubricants | 10,759.48 | 12,000.00 | -1,240.52 | 89.66% |
| .40904 - Banksville Contract Share | 0.00 | 6,650.00 | -6,650.00 | 0.0% |
| .40905 - Medical Supplies | 7,744.04 | 15,000.00 | -7,255.96 | 51.63% |
| Total .40900 - Fire Apparatus and Equipment | 66,842.87 | 115,900.00 | -49,057.13 | 57.67% |
| .41000 - Fire Alarm System | | | | |
| .41001 - Telephones | 11,033.15 | 15,000.00 | -3,966.85 | 73.55% |
| .41002 - Alarm Maintenance | 4,466.88 | 4,750.00 | -283.12 | 94.04% |
| Total .41000 - Fire Alarm System | 15,500.03 | 19,750.00 | -4,249.97 | 78.48% |
| .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% |

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

| | <u>Jan - Sep 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| .41204 · Other Insurance | 27,767.05 | 32,100.00 | -4,332.95 | 86.5% |
| Total .41200 · Insurance | 83,322.42 | 83,800.00 | -477.58 | 99.43% |
| .41300 · Legal and Auditing Fees | | | | |
| .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 | 412,155.53 | 594,350.00 | -182,194.47 | 69.35% |
| 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 | 5,374.14 | 28,000.00 | -22,625.86 | 19.19% |
| Total A9060.8 · Hospital, Medical & Accidnt Ins | 5,374.14 | 28,000.00 | -22,625.86 | 19.19% |
| 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 | 94,600.00 | 94,600.00 | 0.00 | 100.0% |
| A9710.7 · Interest on Bonds - Other | 12,631.35 | 18,475.00 | -5,843.65 | 68.37% |
| Total A9710.7 · Interest on Bonds | 107,231.35 | 113,075.00 | -5,843.65 | 94.83% |
| 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 | 1,219,590.05 | 1,845,925.00 | -626,334.95 | 66.1% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| A2665 · Sales of Equipment | 4,000.00 | 0.00 | 4,000.00 | 100.0% |
| A2701 · Refunds of Prior Year's Expense | 35.00 | | | |
| A5710 · Serial Bonds | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | 4,035.00 | 0.00 | 4,035.00 | 100.0% |