

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

September 13th, 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 – No public comment

TREASURER REPORT (attached)

COMMITTEE REPORTS

House

Commissioner Schultz reported:

- Eight SCBA air bottles have been received from AAA Emergency Services
- Two new refrigerators have been installed in the first floor Dayroom and second floor Company Room.

Truck/Equipment

Commissioner Fisher and Ross reported:

- The district is awaiting additional bids for the 1991 KME fire engine.
- The new Utility 82 was damaged in the recent floods and it will be necessary to order new vehicle from the factory for delivery Spring, 2022.
- The boat motor has been repaired and put back into service.
- Ambulance 51B2 had two new rear tires installed and on spot chains adjusted.

EMS

- Two new CPR mannequins costing \$556.00 have been ordered.

CHIEFS REPORT (attached)

Chief Goulet reported in August there were 38 fire calls, 53 ambulance calls totaling 91 alarms.

OLD BUSINESS

2022 Budget

- A motion was made by Commissioner Gallagher to present the proposed 2022 Fire Department Budget at the October 19, 2021 Public Hearing.

Inspection Dinner

- Commissioner Schultz will be collecting the inspection meal requests for the Beehive Restaurant.

-NEW BUSINESS

Minutes

- The August 9, 2021 Regular Meeting minutes were read and approved on a motion by Commissioner Ross, seconded by Commissioner Schultz. All in favor.

August Expenses

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to pay the September expenses totally \$55,530.87. All in favor.

November Elections

- The Board approved the Westchester County Board of Elections request to use the Firehouse as a voting station for the November 2, 2021 elections.

Cause and Origin Vehicle

- Commissioner Fisher will discuss relocating the Cause and Origin Vehicle with the team.

Recycling

- Commissioner Schultz will discuss with the firefighters the importance for complying with recycling guidelines at the next Fire Company meeting.

Exercise Gym

- A motion was made by Commissioner Gallagher, seconded by Commissioner Ross to purchase a new 55" TV at a cost not to exceed \$625.00 for the Firehouse gym.

Equipment

- A motion was made by Commissioner Schultz, seconded by Commissioner Fisher to purchase four 2019 AHA Feedback Monitors at a total cost of \$556.48. All in favor.

- Commissioner Schultz will investigate the purchase of a floor palette jack to be used in the firehouse.

Executive Session

- A motion was made by Commissioner Fisher, seconded by Commissioner Ross to enter into Executive Session at 8:27 PM to discuss personnel matters. All in favor.
- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to exit Executive Session at 8:40 PM. All in favor.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Gallagher to adjourned the meeting at 9:05 PM.

Sincerely,

Joseph P. McConnell
Secretary

Chief's Report to Board of Fire Commissioners

September 2021

Calls:

During the month of August there were 38 fire calls and 53 EMS calls for a total of 91 alarms

Apparatus:

The mileage on the Chief cars are as follows:

2021: 12,200

2022: 105,000

2023: 106,000

Membership:

Jeff Koslowsky has completed his probation requirements and will be awarded badge 251

Equipment:

I would like to purchase a chimney nozzle set for Engine 286 for approximately \$750.

Engine 286 needs a set of snow chains

Tanker 9 needs a 25' length of 5" hose

Phil Goulet
Chief of Department

Treasurer's Report

September 13, 2021

Final Payment Batch for August:	\$57,670	Down \$32,120 from 2020 or 36%
Total Deposits for August:	\$0	
Number of check payments:	23	
Number of EFT payments:	5	

The second interest payment for the building is due on Wednesday 9/15. A wire in the amount of \$44,600 will be processed with Sterling Bank.

As discussed in last month's meeting, the Excel version of the budget has been updated to reflect monthly totals instead of cumulative. This will make it easier to view monthly trends in the expense accounts.

A coding error was detected with last month's AAA Emergency invoice batch. Invoices that were equipment purchases were coded as repairs. The coding was corrected and the financials were updated.

The district received \$14,219.38 this year for grants and insurance recoveries.

North Castle Fire District #2

Abstract of Claims

September 2021

Check	Claimant	Amount
4190	AAA Emergency Supply Co.	\$ 12,252.53
4191	Adam F. Ross	\$ 1,600.00
4192	Armonk Garage	\$ 25.00
4193	Berger Appliances, Inc.	\$ 1,149.00
4194	Better Water Well Systems, Inc.	\$ 325.00
4195	Boomers Gardening Inc.	\$ 2,455.00
4196	Bound Tree Medical, LLC	\$ 972.52
4197	CCTV Services, Inc.	\$ 335.00
4198	GTA Tree & Shrub Care Inc.	\$ 500.00
4199	Hopewell Fire Apparatus Service Co., Inc.	\$ 755.62
4200	Hudson Valley Fire Equipment	\$ 857.63
4201	Imperial Dade	\$ 581.98
4202	John W. Herman Marine Ctr	\$ 859.82
4203	Joseph McConnell	\$ 1,466.75
4204	Julie Gallagher	\$ 159.89
4205	Konica Minolta Business Solutions	\$ 42.98
4206	M.S.L. Refrigeration, Inc.	\$ 184.50
4207	Mitchell Fuel	\$ 2,225.30
4208	Motorola Solutions, Inc	\$ 1,699.75
4209	Nicholas E. Langer	\$ 1,338.30
4210	NYS Dept. of Environmental Conservation	\$ 110.00
4211	Optimum	\$ 315.00
4212	Ryan Boyle	\$ 200.00
4213	Skyline Electric Corp.	\$ 1,090.08
4214	Sprint	\$ 65.26
4215	Stanley Convergent Security Solutions Inc	\$ 1,116.72
4216	Starnet Emergency Services, Inc.	\$ 11,283.76
4217	Timothy Wiese	\$ 200.00
4218	Tire Buys	\$ 3,374.42
4219	Town of North Castle	\$ 3,639.34

North Castle Fire District #2

Abstract of Claims

September 2021

Check	Claimant	Amount
4220	Verizon	\$ 922.88
4221	Verizon Wireless	\$ 92.47
4222	Westchester Health Medical, P.C.	\$ 506.08
EFT	Cardmember Service	\$ 577.78
EFT	Con Edison	\$ 176.59
EFT	NYS Dept. of Taxation and Finance	\$ 347.77
EFT	United States Treasury	\$ 40.00
EFT	United States Treasury	\$ 1,686.15
Check Total		Batch Total
33		\$ 55,530.87

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

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
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	197.68	300.00	-102.32	65.89%
Total A2401 · Interest and Earnings	197.68	300.00	-102.32	65.89%
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	1,709,075.36	1,845,925.00	-136,849.64	92.59%
Gross Profit	1,709,075.36	1,845,925.00	-136,849.64	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	17,397.04	26,095.56	-8,698.52	66.67%
.111 · FICA	3,626.43	6,000.00	-2,373.57	60.44%
.112 · Federal Withholding Tax	57.50	0.00	57.50	100.0%
.113 · State Tax	7.70	0.00	7.70	100.0%
.120 · Secretary	16,054.16	24,081.24	-8,027.08	66.67%
.130 · Caretaker	12,940.00	20,809.67	-7,869.67	62.18%
.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	51,339.59	79,500.00	-28,160.41	64.58%
A3410.2 · Equipment				
.230 · Equipment Purchased	74,200.19	88,300.00	-14,099.81	84.03%
Total A3410.2 · Equipment	74,200.19	88,300.00	-14,099.81	84.03%
A3410.4 · Contractual Expenditures				
.40050 · EMT Services	90,270.08	145,000.00	-54,729.92	62.26%
.40100 · Office Supplies				

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January through August 2021

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.40101 · Postage	416.80	500.00	-83.20	83.36%
.40130 · Office Supplies - general	820.81	0.00	820.81	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	3,243.60	7,500.00	-4,256.40	43.25%
.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	926.42	3,900.00	-2,973.58	23.75%
.40301 · Dues / Subscriptions	3,084.31	3,500.00	-415.69	88.12%
Total .40300 · Subscriptions	4,010.73	7,400.00	-3,389.27	54.2%
.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	2,278.07	3,000.00	-721.93	75.94%
.40703 · Consulting	3,116.25	7,000.00	-3,883.75	44.52%
Total .40700 · Consultants	5,394.32	10,000.00	-4,605.68	53.94%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	25,801.28	45,000.00	-19,198.72	57.34%
.40804 · Building & Grounds Improvement	0.00	20,000.00	-20,000.00	0.0%
.40805 · Building & Grounds Maintenance	45,424.68	62,500.00	-17,075.32	72.66%
.40806 · Maintenance Supplies	2,754.13	5,500.00	-2,745.87	50.08%
Total .40800 · Building and Grounds	73,980.09	133,000.00	-59,019.91	55.62%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	2,014.65	2,250.00	-235.35	89.54%
.40902 · Equipment Repair	38,867.26	80,000.00	-41,132.74	48.58%
.40903 · Gas,Oil, Lubricants	9,900.91	12,000.00	-2,099.09	82.51%
.40904 · Banksville Contract Share	0.00	6,650.00	-6,650.00	0.0%
.40905 · Medical Supplies	7,378.42	15,000.00	-7,621.58	49.19%
Total .40900 · Fire Apparatus and Equipment	58,161.24	115,900.00	-57,738.76	50.18%
.41000 · Fire Alarm System				
.41001 · Telephones	9,794.18	15,000.00	-5,205.82	65.3%
.41002 · Alarm Maintenance	4,466.88	4,750.00	-283.12	94.04%
Total .41000 · Fire Alarm System	14,261.06	19,750.00	-5,488.94	72.21%
.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	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				

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Profit & Loss Budget vs. Actual
January through August 2021

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.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	<u>11,327.00</u>	<u>18,000.00</u>	<u>-6,673.00</u>	<u>62.93%</u>
Total A3410.4 · Contractual Expenditures	380,876.13	594,350.00	-213,473.87	64.08%
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	<u>56,200.00</u>	<u>56,200.00</u>	<u>0.00</u>	<u>100.0%</u>
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	39,828.00	40,000.00	-172.00	99.57%
Total A9040.8 · Workers' Compensation	<u>39,828.00</u>	<u>40,000.00</u>	<u>-172.00</u>	<u>99.57%</u>
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	705.78	0.00	705.78	100.0%
Total A9050.8 · Unemployment Insurance	<u>705.78</u>	<u>0.00</u>	<u>705.78</u>	<u>100.0%</u>
A9060.8 · Hospital, Medical & Accident Ins				
.806 · Medical Exams	5,374.14	28,000.00	-22,625.86	19.19%
Total A9060.8 · Hospital, Medical & Accident Ins	<u>5,374.14</u>	<u>28,000.00</u>	<u>-22,625.86</u>	<u>19.19%</u>
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	<u>465,000.00</u>	<u>465,000.00</u>	<u>0.00</u>	<u>100.0%</u>
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	<u>62,631.35</u>	<u>113,075.00</u>	<u>-50,443.65</u>	<u>55.39%</u>
A8901.9 · 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	<u>0.00</u>	<u>370,000.00</u>	<u>-370,000.00</u>	<u>0.0%</u>
Total H3410.2 · Fire, Equipment, Capital Outlay	<u>0.00</u>			
Total Expense	<u>1,136,155.18</u>	<u>1,845,925.00</u>	<u>-709,769.82</u>	<u>61.55%</u>
Net Ordinary Income	<u>572,920.18</u>	<u>0.00</u>	<u>572,920.18</u>	<u>100.0%</u>
Other Income/Expense				
Other Income				
A2701 · Refunds of Prior Year's Expense	35.00			
Total Other Income	<u>35.00</u>	<u>0.00</u>	<u>35.00</u>	<u>100.0%</u>
Net Other Income	35.00	0.00	35.00	100.0%
Net Income	<u>572,955.18</u>	<u>0.00</u>	<u>572,955.18</u>	<u>100.0%</u>