

## **MINUTES OF THE REGULAR MEETING**

### **BOARD OF FIRE COMMISSIONERS**

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

**December 13<sup>th</sup>, 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 & Fisher reported:

- All firehouse fire extinguishers have been inspected
- The Department of Health has tested the firehouse well water. A report to follow.

##### ***Truck/Equipment***

Commissioner Ross reported:

- Ambulance 51B3 is at the Ford dealership to have the head gaskets replaced.

**CHIEFS REPORT** (attached)

Chief Goulet reported in November there were 34 fire calls, 50 EMS calls totaling 84 alarms.

The Chief submitted for review by the Board of Fire Commissioners a revised AFD SOG 6.10 Hospital Destination policy.

## **OLD BUSINESS**

### ***Old Engine 288***

- Commissioner Fisher reported the engine is now in the Dominic Republic being refurbished with plans to put into service with an island fire department.

## **NEW BUSINESS**

### ***Minutes***

- The November 8, 2021 Regular Meeting minutes were read and approved as corrected on a motion by Commissioner Schultz, seconded by Commissioner Gallagher. All in favor.

### ***November Expenses***

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to pay the October expenses totally \$52, 433.34. All in favor.

- The Treasurer reported an adjustment to the September payments with a revised total of \$42,174.00. All in favor.

### ***Budget Funds Transfers***

-A motion was made by Commissioner Ross, seconded by Commissioner Gallagher to transfer \$500.00 from "Refund Taxes" to "Dues & Subscription" budget line. All in favor.

-A motion was made by Commissioner Ross, seconded by Commissioner Gallagher to increase the budget line "Gas & Lubricants" from \$12,000.00 to \$18,000.00 by transferring additional revenues. All in favor.

-A motion was made by Commissioner Ross, seconded by Commissioner Gallagher to increase the "Equipment Purchase" budget line from \$88,300.00 to \$101,200.00 by transferring additional unbudgeted revenues. All in favor.

### ***Westchester EMS 2022 Contract***

- A motion was made by Commissioner Schultz, seconded by Commissioner Dehmer to adopt the 2022 WEMS proposed EMT contract at a cost of \$ 144,993.00. All in favor.

### ***District Policy Junior Members***

- The Board added to District Policy 14 "Junior Membership" that a "Junior member cannot participate in the EMS Service. A Junior member who is a NYS Certified EMT may participate in the EMS service and perform the duties of an EMT under the direct supervision of an adult AFD NYS certified EMT or Fire District contracted EMT. Additionally, parental consent is necessary for a junior EMT member to participate in the AFD EMS service."

### ***District Rules & Regulations***

-The Board added to Article 6 Section 9 the position of Captain of Patrol.

-The Board added a new section "14" creating the positions of up to two EMS Lieutenants.

**Equipment Purchase**

- A motion was made by Commissioner Ross, seconded by Commissioner Gallagher to purchase one truck charger at a cost not to exceed \$500.00. All in favor.

- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to purchase one Apple iPad for Car 2021. All in favor.

**Training**

- A motion was made by Commissioner Dehmer, seconded by Commissioner Gallagher to allow members to attend the NYS Association of Fire Chief's "The Five Points of Command" course at a cost of \$35.00 per firefighter. All in favor.

**Operation Blue Santa**

-The Board gave the Chief permission to send Engine 288 to "Operation Blue Santa" at the Westchester Medical Center Maria Farer Children's Hospital on December 21<sup>st</sup>.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Gallagher to adjourned the meeting at 9:12 PM.

Sincerely,

Joseph P. McConnell  
Secretary

# Chief's Report to Board of Fire Commissioners

## December 2021

### Calls:

During the month of November there were 34 fire calls and 50 EMS calls for a total of 84 alarms.

### Apparatus:

The mileage on the Chief cars are as follows:

2021: 14,600

2022: 108,200

2023: 108,300

### Equipment:

I recommend the board purchase a new iPad for car 2021. The iPad I have been using is my personal one. Information regarding the iPad is attached.

One of the stair chairs need to be repaired. The rubber on the wheel is partially falling off, the chair does not stay folded, and the tracks fall on their own.

### SOG's:

Our operating guidelines for hospital destinations has been updated to include clearer language as to which hospital we should transport to. SOG 6.10 needs approval and is attached.

### Training:

The New York State association of Fire Chiefs is hosting a training seminar on February 2<sup>nd</sup>. I would like to offer this opportunity to the members. The cost is \$35 per person. A flyer is attached.

### Blue Santa:

I would like to send a fire apparatus to Operation Blue Santa at the Westchester Medical Center on December 21. A flyer is attached.

### Thank You:

As this is my last commissioner meeting as Chief, I would like to thank you for your support over the last few years. It's been a privilege to serve as Chief of Department. As I look back, I am proud of the work we have done and positive changes that have been made. Training has been greatly improved,



our apparatus has been modernized, our membership continues to grow, and we've made countless incremental improvements department wide to help create positive change. We've established ourselves in Westchester as a first-class department and provided support wherever was needed. There is still work to be done, and it is important to not let momentum slow as we continue to secure our success in the future. As our town expands and changes, I encourage the Board to continue to have an open mind to help foster new ideas and allow us to continue to constantly get better. I look forward being an active member of this department for many years to come and it's been truly an honor to serve as Chief.

Phil Goulet  
Chief of Department

# Treasurer's Report

December 13, 2021

Final Payment Batch for November:	\$42,174	Down \$37,307 from 2020 or 47%
Total Deposits for November:	\$739	
Number of check payments:	31	
Number of EFT payments:	5	

The Office of the State Comptroller (OSC) reviewed the district's property tax cap calculation and past submissions. They inquired about the reason to make a motion to exceed the tax cap while not doing so. The response given was that the reason was due to professional advice received by the district.

The OSC reviewed the district's submission for the Annual Update Document (AUD) for 2020. They had a difference of opinion to RBT CPAs advice on certain entries and made a couple of small adjustments. We received an updated copy of the report for 2020.

Transfers of \$145k and \$75k will be made this month to Reserve Funds A and B, respectively, according to the budget.

During the year the district has received \$18,993.37 in unbudgeted income through insurance recoveries, refunds, sale of equipment and grants.

<u>Amount</u>	<u>From</u>	<u>Requested Budget Transfer</u>	<u>To</u>
\$500.00	Refund Taxes		Dues/Subscriptions
<b>Total: \$500.00</b>			



# North Castle Fire District #2

## Abstract of Claims

December 2021

Check	Claimant	Amount
4286	AAA Emergency Supply Co.	\$ 10,255.54
4287	Adam F. Ross	\$ 1,600.00
4288	Assoc. of Fire Districts of NYS	\$ 125.00
4289	Better Water Well Systems, Inc.	\$ 325.00
4290	Bound Tree Medical, LLC	\$ 81.81
4291	Grainger	\$ 96.76
4292	Hopewell Fire Apparatus Service Co., Inc.	\$ 778.35
4293	Jodi Burns	\$ 75.00
4294	Joseph McConnell	\$ 1,466.75
4295	Julie Gallagher	\$ 78.14
4296	Kinsley Power Systems	\$ 60.00
4297	Konica Minolta Business Solutions	\$ 43.70
4298	Lynda A. Fisher	\$ 75.00
4299	MISTRAS Group Inc.	\$ 1,589.75
4300	Mitchell Fuel	\$ 2,307.24
4301	Mt. Kisco Truck & Auto Parts	\$ 42.04
4302	New England Uniform, LLC	\$ 160.00
4303	New York State Dept of Health	\$ 200.00
4304	Nicholas E. Langer	\$ 1,263.95
4305	NYS Assoc Of Fire Chiefs	\$ 175.00
4306	Optimum	\$ 170.13
4307	Paul Burns	\$ 75.00
4308	Philip Goulet	\$ 3,592.60
4309	Reliant Fire Hose Testing Inc.	\$ 3,488.32
4310	Rosary Schultz	\$ 75.00
4311	Sprint	\$ 65.19
4312	Starnet Emergency Services, Inc.	\$ 11,283.76
4313	Susan Macellaro	\$ 580.31
4314	Tire Buys	\$ 1,220.72
4315	Town of North Castle	\$ 925.70



# North Castle Fire District #2

## Abstract of Claims

December 2021

Check	Claimant	Amount
4316	Verizon	\$ 919.27
4317	Verizon Wireless	\$ 92.47
4318	Westchester Health Medical, P.C.	\$ 2,952.40
EFT	Cardmember Service	\$ 2,598.30
EFT	Con Edison	\$ 1,349.88
EFT	Crystal Rock LLC	\$ 106.80
EFT	NYS Dept. of Taxation and Finance	\$ 336.77
EFT	United States Treasury	\$ 1,726.69
Check Total		Batch Total
33		\$ 52,358.34



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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	233.48	300.00	-66.52	77.83%
Total A2401 · Interest and Earnings	233.48	300.00	-66.52	77.83%
A2680 · Insurance Recoveries	4,774.00	0.00	4,774.00	100.0%
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	600.00	1,000.00	-400.00	60.0%
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	709.07	100.00	609.07	709.07%
RB2401 · Interest Earned - Res Fund B	209.01	100.00	109.01	209.01%
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%
<b>Total Income</b>	<b>1,709,895.94</b>	<b>1,845,925.00</b>	<b>-136,029.06</b>	<b>92.63%</b>
<b>Gross Profit</b>	<b>1,709,895.94</b>	<b>1,845,925.00</b>	<b>-136,029.06</b>	<b>92.63%</b>
<b>Expense</b>				
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	23,920.93	26,095.56	-2,174.63	91.67%
.111 · FICA	4,955.65	6,000.00	-1,044.35	82.59%
.112 · Federal Withholding Tax	185.00	0.00	185.00	100.0%
.113 · State Tax	56.10	0.00	56.10	100.0%
.120 · Secretary	22,074.47	24,081.24	-2,006.77	91.67%
.130 · Caretaker	17,320.00	20,809.67	-3,489.67	83.23%
.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	70,397.29	79,500.00	-9,102.71	88.55%
A3410.2 · Equipment				
.230 · Equipment Purchased	90,080.23	88,300.00	1,780.23	102.02%
Total A3410.2 · Equipment	90,080.23	88,300.00	1,780.23	102.02%
A3410.4 · Contractual Expenditures				

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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
.40050 · EMT Services	124,121.36	145,000.00	-20,878.64	85.6%
.40100 · Office Supplies				
.40101 · Postage	416.80	500.00	-83.20	83.36%
.40130 · Office Supplies - general	932.54	0.00	932.54	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	3,355.33	7,500.00	-4,144.67	44.74%
.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	2,031.78	2,700.00	-668.22	75.25%
Total .40200 · Travel Expenses	2,694.66	3,700.00	-1,005.34	72.83%
.40300 · Subscriptions				
A40302 Community Awareness	926.42	3,900.00	-2,973.58	23.75%
.40301 · Dues / Subscriptions	3,444.51	3,500.00	-55.49	98.42%
Total .40300 · Subscriptions	4,370.93	7,400.00	-3,029.07	59.07%
.40400 · Uniforms	1,650.03	6,300.00	-4,649.97	26.19%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	2,800.00	5,300.00	-2,500.00	52.83%
.40502 · Awards	467.85	1,500.00	-1,032.15	31.19%
.40500 · Public Drills & Inspections - Other	0.00	0.00	0.00	0.0%
Total .40500 · Public Drills & Inspections	3,267.85	6,800.00	-3,532.15	48.06%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	0.00	1,000.00	-1,000.00	0.0%
.40604 · Election Teller	800.00	1,200.00	-400.00	66.67%
Total .40600 · Election Expense	800.00	2,200.00	-1,400.00	36.36%
.40700 · Consultants				
.40701 · Training	2,887.96	3,000.00	-112.04	96.27%
.40703 · Consulting	4,423.00	7,000.00	-2,577.00	63.19%
Total .40700 · Consultants	7,310.96	10,000.00	-2,689.04	73.11%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	32,785.35	45,000.00	-12,214.65	72.86%
.40804 · Building & Grounds Improvement	0.00	20,000.00	-20,000.00	0.0%
.40805 · Building & Grounds Maintenance	54,475.81	62,500.00	-8,024.19	87.16%
.40806 · Maintenance Supplies	4,258.04	5,500.00	-1,241.96	77.42%
Total .40800 · Building and Grounds	91,519.20	133,000.00	-41,480.80	68.81%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	2,014.65	2,250.00	-235.35	89.54%
.40902 · Equipment Repair	55,916.88	80,000.00	-24,083.12	69.9%
.40903 · Gas,Oil, Lubricants	15,024.70	12,000.00	3,024.70	125.21%
.40904 · Banksville Contract Share	6,650.00	6,650.00	0.00	100.0%
.40905 · Medical Supplies	8,549.84	15,000.00	-6,450.16	57.0%
Total .40900 · Fire Apparatus and Equipment	88,156.07	115,900.00	-27,743.93	76.06%
.41000 · Fire Alarm System				
.41001 · Telephones	13,523.97	15,000.00	-1,476.03	90.16%
.41002 · Alarm Maintenance	4,466.88	4,750.00	-283.12	94.04%
Total .41000 · Fire Alarm System	17,990.85	19,750.00	-1,759.15	91.09%
.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%



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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
.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%
<b>Total .41200 · Insurance</b>	<b>83,322.42</b>	<b>83,800.00</b>	<b>-477.58</b>	<b>99.43%</b>
.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%
<b>Total .41300 · Legal and Auditing Fees</b>	<b>11,327.00</b>	<b>18,000.00</b>	<b>-6,673.00</b>	<b>62.93%</b>
<b>Total A3410.4 · Contractual Expenditures</b>	<b>473,692.41</b>	<b>594,350.00</b>	<b>-120,657.59</b>	<b>79.7%</b>
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			
<b>Total A9025.8 · Local Pension Fund</b>	<b>56,200.00</b>	<b>56,200.00</b>	<b>0.00</b>	<b>100.0%</b>
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	39,828.00	40,000.00	-172.00	99.57%
<b>Total A9040.8 · Workers' Compensation</b>	<b>39,828.00</b>	<b>40,000.00</b>	<b>-172.00</b>	<b>99.57%</b>
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	769.81	0.00	769.81	100.0%
<b>Total A9050.8 · Unemployment Insurance</b>	<b>769.81</b>	<b>0.00</b>	<b>769.81</b>	<b>100.0%</b>
A9060.8 · Hospital, Medical & Accidnt Ins				
.806 · Medical Exams	12,346.70	28,000.00	-15,653.30	44.1%
<b>Total A9060.8 · Hospital, Medical &amp; Accidnt Ins</b>	<b>12,346.70</b>	<b>28,000.00</b>	<b>-15,653.30</b>	<b>44.1%</b>
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%
<b>Total A9710.6 · Redemption of Bonds</b>	<b>465,000.00</b>	<b>465,000.00</b>	<b>0.00</b>	<b>100.0%</b>
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	18,475.10	18,475.00	0.10	100.0%
<b>Total A9710.7 · Interest on Bonds</b>	<b>113,075.10</b>	<b>113,075.00</b>	<b>0.10</b>	<b>100.0%</b>
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%
<b>Total A9901.9 · Transfer to Other Funds</b>	<b>0.00</b>	<b>370,000.00</b>	<b>-370,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,321,389.54</b>	<b>1,845,925.00</b>	<b>-524,535.46</b>	<b>71.58%</b>
<b>Net Ordinary Income</b>	<b>388,506.40</b>	<b>0.00</b>	<b>388,506.40</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
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%
<b>Total Other Income</b>	<b>4,035.00</b>	<b>0.00</b>	<b>4,035.00</b>	<b>100.0%</b>