

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

February 14, 2022

Constituting a quorum ready to transact business, the video 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

Ernie Lombardi 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

- EMS Closet FOB wiring proposal \$4,000.00.
- Creating a list of exterior entrance doors for maintenance.

Truck/Equipment – Commissioner Schultz reported:

- Twenty reflective vests on backorder with AAA Emergency.

EMS – Commissioner Lombardi reported

- New digital blood pressure cuff placed on all ambulances
- Chief to continue oversight of COVID firehouse protocols
- Chief's revising White Plains Hospital Urgent Care transportation protocols for Board review.

CHIEFS REPORT (attached)

The Chief reported that there were 39 fire calls, 71 ambulance calls totaling 110 alarms for the month.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Minutes

- The minutes of the January 10th, 2022 Regular Meeting were read and approved on a motion by Commissioner Lombardi, seconded by Commissioner Schultz. All in favor.

January Expenses

– A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to pay \$163,654.78 in expenses. All in favor.

Additional Expenses

- A motion was made by Commissioner Schultz, seconded by Commissioner Dehmer to pay New England Uniform \$454.00 for uniforms. All in favor.
- A motion was made by Commissioner Schultz, seconded by Commissioner Dehmer to pay Eagle Diesel Power \$1,174.19 for fire apparatus maintenance. All in favor.

Air Filtration Equipment

– A motion was made by Commissioner Ross, seconded by Commissioner Schultz to purchase six Medify Air Purifiers at a cost of \$588.99 each. All in favor.
– A motion was made by Commissioner Ross, seconded by Commissioner Schultz to purchase two cordless handheld electrostatic sprayers and a solution making machine at a cost not to exceed \$250.00. All in favor.

Department Computer Equipment

– A motion was made by Commissioner Lombardi, seconded by Commissioner Dehmer to purchase one Acer Aspire TC-1660 -URIZ desktop computer at a cost of \$680.00. All in favor.

Ice Rescue Gear

– The Board agreed to replace the old and damaged ice rescue gear with three Mustang Ice Commander Suits and two ice rescue slings.

Firehouse HVAC Annual Maintenance Contract

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to approve the ABM HVAC annual maintenance contract. All in favor.

New Member Application

- A motion was made by Commissioner Lombardi, seconded by Commissioner Ross to accept Vincent Denich application as an EMT. All in favor.

Executive Session

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to enter into executive session to discuss personnel matters at 8:56 PM. All in favor.
- A motion was made by Commissioner Lombardi, seconded by Commissioner Dehmer to exit executive session at 10:45 PM. All in favor.

Annual Inspection Dinner

- The Board discussed holding the Annual Inspection Dinner at the Mt Kisco Country Club and tabled a decision pending further investigation.

There being no further business to transact, a motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to adjourned the meeting at 11:01 PM.

Sincerely,

Joseph P. McConnell
Secretary

Chief's Report to Board of Fire Commissioners

February 2022

Calls:

During the month of January there were 39 fire calls, and 71 EMS calls for a total of 110 alarms, there were 29 false alarms.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 16,764

2022: 111,693

2023: 112,051

On Friday February 4th at around 8:30 pm, I was picking up a salad at Nick's Pizza, while waiting for it a gentleman came in and asked me if the white truck outside was mine, I said yes and he said somebody just hit it and left, we both went outside to check the truck but we didn't see any damage, he memorize the license plate, I went to the firehouse and pulled the chief's car inside the firehouse to inspect it with better light than out in the dark, I found a dent on the rear passenger door, I contacted NCPD, told them what happened and gave them the license plate the guy gave me, after a day or two the checked two possible vehicles one in Mahopac and one in New Castle but turned out nothing, police report is attached.

I would like the Board to get four (4) more magnets, one for Rescue 85, two for Tanker 9 and one for Engine 288

I would like the Board to buy chains for Engine 286 and 51-B1 also I would like to replace the rubbers (ties downs) for all the chains that we have, some if not all are too old and should be replace.

Equipment:

All the antennas on the fire ground radios the rubber (cover) are all ripped, I would like to ask the Board to replace all the one that are damage.

The tool box on Rescue 85 is broken and need to be replace

Some of our Ice Rescue equipment is very old and damage, I would like to ask the Board to buy 3 Mustang Ice Commander Suit and 2 Ice Rescue Slings, information is attached.

Also I would like the board to buy 6 pairs of working gloves to keep in the Ice Rescue trailer so people don't have to use their firefighting gloves as they are not good for rope work.

Firehouse:

The computer in the chief's office needs to be replace, it's very slow and some programs don't work, I would like the Board to purchase a new Acer Aspire TC-1660-UR12 Desktop, it's similar to the one in the radio room, only newer and more powerful, info is attached

The Local Government Records Management Improvement Fund (LGRMIF) is now accepting grants applications, they have awarded grants to several towns in Westchester, Jonathan Goodman has offer to write the grant if the Board agrees to it, the dead line to submit the application is by the end of March.

Respectfully Submitted,

- Chief

Treasurer's Report

February 14, 2022

Final Payment Batch for January:	\$40,778.81	Down \$30,898 from 2021 or 3%
Total Deposits for January:	\$0	
Number of check payments:	29	
Number of EFT payments:	6	

W2/W4 Payroll and 1099s were completed and submitted before the deadline of January 31st.

The Annual Update Document (AUD) deadline to submit all 2021 activity is at the end of the month.

We have started communications with RBT CPAs regarding the scope and planning of the 2021 audit. It has not yet been determined if they will travel onsite to the district. The past two audits were performed remotely due to the pandemic.

Included in tonight's report is a financial summary for the 2021 budget year. Some figures are unaudited and subject to change.

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January 2022

	<u>Jan 22</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	0.00	1,738,300.00	-1,738,300.00	0.0%
Total A1001 · Real Property Taxes	0.00	1,738,300.00	-1,738,300.00	0.0%
A2262 · Fire Protection Services Other				
A2262.1 · Banksville Ambulance Contract	0.00	19,000.00	-19,000.00	0.0%
Total A2262 · Fire Protection Services Other	0.00	19,000.00	-19,000.00	0.0%
A2401 · Interest and Earnings				
A2401.1 · Interest Earned	0.00	500.00	-500.00	0.0%
Total A2401 · Interest and Earnings	0.00	500.00	-500.00	0.0%
A2680 · Insurance Recoveries	0.00	0.00	0.00	0.0%
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%
A3389 · State Aid, Other Public Safety				
.700 · Received From NYS	0.00	0.00	0.00	0.0%
.800 · Grant Monies	0.00	0.00	0.00	0.0%
Total A3389 · State Aid, Other Public Safety	0.00	0.00	0.00	0.0%
RA2401 · Interest Earned - Res Fund A	0.00	0.00	0.00	0.0%
RB2401 · Interest Earned - Res Fund B	0.00	0.00	0.00	0.0%
TA50 · Foreign Fire Ins 2% Monies				
TA50.1 · 2% Monies	0.00	0.00	0.00	0.0%
TA50.2 · Foreign Insurance Rec'd	0.00	0.00	0.00	0.0%
Total TA50 · Foreign Fire Ins 2% Monies	0.00	0.00	0.00	0.0%
Total Income	0.00	1,908,800.00	-1,908,800.00	0.0%
Gross Profit	0.00	1,908,800.00	-1,908,800.00	0.0%
Expense				
A1930 · Judgement and Claims				
.41 · Refund Of Taxes	0.00	15,000.00	-15,000.00	0.0%
Total A1930 · Judgement and Claims	0.00	15,000.00	-15,000.00	0.0%
A3410.1 · Personal Services				
.110 · Treasurer	2,174.63	26,100.00	-23,925.37	8.33%
.111 · FICA	489.70	5,000.00	-4,510.30	9.79%
.112 · Federal Withholding Tax	77.50	0.00	77.50	100.0%
.113 · State Tax	34.10	0.00	34.10	100.0%
.120 · Secretary	2,006.77	24,000.00	-21,993.23	8.36%
.130 · Caretaker	980.00	20,800.00	-19,820.00	4.71%
.170 · Temporary				
.101 · Data Entry Clerk	0.00	2,600.00	-2,600.00	0.0%
Total .170 · Temporary	0.00	2,600.00	-2,600.00	0.0%
Total A3410.1 · Personal Services	5,762.70	78,500.00	-72,737.30	7.34%
A3410.2 · Equipment				
.230 · Equipment Purchased	2,630.46	112,573.00	-109,942.54	2.34%
Total A3410.2 · Equipment	2,630.46	112,573.00	-109,942.54	2.34%
A3410.4 · Contractual Expenditures				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
.40050 · EMT Services	12,082.78	148,000.00	-135,917.22	8.16%
.40100 · Office Supplies				
.40101 · Postage	32.65	750.00	-717.35	4.35%
.40130 · Office Supplies - general	177.93	0.00	177.93	100.0%
.40131 · Secretary Supplies	0.00	0.00	0.00	0.0%
.40140 · Bank Fees	0.00	500.00	-500.00	0.0%
.40150 · Fire House Software	0.00	0.00	0.00	0.0%
.40100 · Office Supplies - Other	0.00	5,000.00	-5,000.00	0.0%
Total .40100 · Office Supplies	210.58	6,250.00	-6,039.42	3.37%
.40200 · Travel Expenses				
.40201 · Convention	0.00	500.00	-500.00	0.0%
.40202 · Motel	0.00	0.00	0.00	0.0%
.40203 · Travel	8.83	0.00	8.83	100.0%
.40200 · Travel Expenses - Other	0.00	5,000.00	-5,000.00	0.0%
Total .40200 · Travel Expenses	8.83	5,500.00	-5,491.17	0.16%
.40300 · Subscriptions				
A40302 Community Awareness	542.70	500.00	42.70	108.54%
.40301 · Dues / Subscriptions	1,088.42	4,000.00	-2,911.58	27.21%
Total .40300 · Subscriptions	1,631.12	4,500.00	-2,868.88	36.25%
.40400 · Uniforms	656.35	5,000.00	-4,343.65	13.13%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	0.00	0.00	0.00	0.0%
.40502 · Awards	0.00	0.00	0.00	0.0%
.40500 · Public Drills & Inspections - Other	0.00	20,000.00	-20,000.00	0.0%
Total .40500 · Public Drills & Inspections	0.00	20,000.00	-20,000.00	0.0%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	0.00	500.00	-500.00	0.0%
.40604 · Election Teller	0.00	1,000.00	-1,000.00	0.0%
Total .40600 · Election Expense	0.00	1,500.00	-1,500.00	0.0%
.40700 · Consultants				
.40701 · Training	146.00	8,000.00	-7,854.00	1.83%
.40703 · Consulting	0.00	0.00	0.00	0.0%
Total .40700 · Consultants	146.00	8,000.00	-7,854.00	1.83%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	6,347.59	42,500.00	-36,152.41	14.94%
.40804 · Building & Grounds Improvement	0.00	25,000.00	-25,000.00	0.0%
.40805 · Building & Grounds Maintenance	4,773.16	70,000.00	-65,226.84	6.82%
.40806 · Maintenance Supplies	395.66	5,000.00	-4,604.34	7.91%
Total .40800 · Building and Grounds	11,516.41	142,500.00	-130,983.59	8.08%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	0.00	2,000.00	-2,000.00	0.0%
.40902 · Equipment Repair	24,791.86	75,000.00	-50,208.14	33.06%
.40903 · Gas,Oil, Lubricants	0.00	12,000.00	-12,000.00	0.0%
.40904 · Banksville Contract Share	0.00	6,650.00	-6,650.00	0.0%
.40905 · Medical Supplies	1,300.00	10,000.00	-8,700.00	13.0%
Total .40900 · Fire Apparatus and Equipment	26,091.86	105,650.00	-79,558.14	24.7%
.41000 · Fire Alarm System				
.41001 · Telephones	1,257.89	15,000.00	-13,742.11	8.39%

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
.41002 · Alarm Maintenance	1,150.23	5,000.00	-3,849.77	23.01%
Total .41000 · Fire Alarm System	2,408.12	20,000.00	-17,591.88	12.04%
.41100 · Hydrant Rentals	0.00	36,500.00	-36,500.00	0.0%
.41200 · Insurance				
.41202 · Public Liability & Prop Damage	0.00	52,000.00	-52,000.00	0.0%
.41203 · Insurance - Accident/Sickness	0.00	0.00	0.00	0.0%
.41204 · Other Insurance	3,979.04	32,500.00	-28,520.96	12.24%
Total .41200 · Insurance	3,979.04	84,500.00	-80,520.96	4.71%
.41300 · Legal and Auditing Fees				
.41301 · Audit Services Rendered	0.00	0.00	0.00	0.0%
.41302 · Legal Fees	0.00	0.00	0.00	0.0%
.41300 · Legal and Auditing Fees - Other	0.00	18,000.00	-18,000.00	0.0%
Total .41300 · Legal and Auditing Fees	0.00	18,000.00	-18,000.00	0.0%
Total A3410.4 · Contractual Expenditures	58,731.09	605,900.00	-547,168.91	9.69%
A9025.8 · Local Pension Fund				
.803 · Length Of Service Awards	0.00	75,000.00	-75,000.00	0.0%
.865 · LOSAP - Admin Fee	0.00	0.00	0.00	0.0%
Total A9025.8 · Local Pension Fund	0.00	75,000.00	-75,000.00	0.0%
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	0.00	40,000.00	-40,000.00	0.0%
Total A9040.8 · Workers' Compensation	0.00	40,000.00	-40,000.00	0.0%
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	0.00	1,500.00	-1,500.00	0.0%
Total A9050.8 · Unemployment Insurance	0.00	1,500.00	-1,500.00	0.0%
A9060.8 · Hospital, Medical & Accident Ins				
.806 · Medical Exams	2,324.00	28,000.00	-25,676.00	8.3%
Total A9060.8 · Hospital, Medical & Accident Ins	2,324.00	28,000.00	-25,676.00	8.3%
A9710.6 · Redemption of Bonds				
.611 · Serial Bond Prin Pyt	0.00	370,000.00	-370,000.00	0.0%
.650 · PCSB Truck Bond Principal	0.00	120,000.00	-120,000.00	0.0%
Total A9710.6 · Redemption of Bonds	0.00	490,000.00	-490,000.00	0.0%
A9710.7 · Interest on Bonds				
.711 · Bond Interest Due	0.00	81,800.00	-81,800.00	0.0%
.750 · PCSB Truck Bond Interest	0.00	11,027.00	-11,027.00	0.0%
A9710.7 · Interest on Bonds - Other	0.00	0.00	0.00	0.0%
Total A9710.7 · Interest on Bonds	0.00	92,827.00	-92,827.00	0.0%
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	69,448.25	1,909,300.00	-1,839,851.75	3.64%
Net Ordinary Income	-69,448.25	-500.00	-68,948.25	13,889.65%
Other Income/Expense				
Other Income				
A2665 · Sales of Equipment	0.00	0.00	0.00	0.0%
A2701 · Refunds of Prior Year's Expense	0.00	500.00	-500.00	0.0%
Total Other Income	0.00	500.00	-500.00	0.0%

North Castle Fire District #2

Abstract of Claims

February 2022

Check	Claimant	Amount
4352	AAA Emergency Supply Co.	\$ 2,835.66
4353	Adam F. Ross	\$ 2,209.23
4354	Alexander Greene	\$ 1,069.38
4355	Armonk Hardware Co.	\$ 38.39
4356	Better Water Well Systems, Inc.	\$ 325.00
4357	DJ's Auto Clinic	\$ 80.00
4358	Elizabeth Markiewicz	\$ 31.35
4359	Hometown Benefits, Inc.	\$ 75,000.00
4360	Hopewell Fire Apparatus Service Co., Inc.	\$ 22,615.65
4361	Hubbinette-Cowell Associates, Inc.	\$ 3,917.00
4362	Imperial Dade	\$ 707.07
4363	Joseph McConnell	\$ 1,733.34
4364	Julie Gallagher	\$ 42.00
4365	Kinsley Power Systems	\$ 847.64
4366	Konica Minolta Business Solutions	\$ 12.00
4367	Metrocom Wireless, Inc	\$ 540.80
4368	Mt. Kisco Truck & Auto Parts	\$ 665.00
4369	Municipal Emergency Services	\$ 690.13
4370	Nicholas E. Langer	\$ 728.63
4371	Optimum	\$ 170.13
4372	Sprint	\$ 65.03
4373	Stanley Convergent Security Solutions Inc	\$ 1,650.23
4374	Starnet Emergency Services, Inc.	\$ 24,165.56
4375	Tolls by Mail	\$ 8.83
4376	Town Center Pharmacy	\$ 1,300.00
4377	Town of North Castle	\$ 6,496.32
4378	Verizon	\$ 913.61
4379	Verizon Wireless	\$ 514.26
4380	Westchester Health Medical, P.C.	\$ 6,830.32
EFT	Cardmember Service	\$ 1,099.30

North Castle Fire District #2

Abstract of Claims

February 2022

Check	Claimant	Amount
EFT	Con Edison	\$ 4,038.18
EFT	Crystal Rock LLC	\$ 145.83
EFT	NYS Dept. of Taxation and Finance	\$ 346.78
EFT	United States Treasury	\$ 1,822.13
Check Total		Batch Total
29		\$ 163,654.78