

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

January 10, 2022

Constituting a quorum ready to transact business, the video meeting was called to order by Chairman William Fisher at 8:15 p.m. with the following Commissioners attending:

William Fisher	Commissioner
Donald Dehmer	Commissioner
Joseph 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

- The annual inspection of the firehouse furnace was conducted in December.
- HK Laundry has been contacted to repair the gear laundry machine

Truck/Equipment – Commissioner Ross & Schultz reported:

- 51B3 engine gaskets have been replaced and will be returned to AFD
- The wheels on 51B1 and 51B3 stair chairs have been replaced
- HK Laundry has been contacted to repair the gear laundry machine

EMS – Commissioner Lombardi reported

- Requested the District Secretary to contact WEMS regarding changing coverage hours to 0500 to 1700 hours

CHIEFS REPORT (attached)

The Chief reported that there were 37 fire calls, 46 ambulance calls totaling 83 alarms for the month. There were 448 fire calls and 571 ambulance calls for a total of 1,019 alarms in 2021.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Minutes

- The minutes of the December 13th, 2021 Regular Meeting were read and approved with adjustments on a motion by Commissioner Schultz, by Commissioner Lombardi. All in favor.

January Expenses

- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to pay \$36,386.86 in expenses. All in favor.

Funds Transfer

- A motion was made by Commissioner Schultz, seconded by Commissioner Ross to transfer \$500.00 from the “Uniforms” to “Drills and Inspection”. All in favor.

Installation of District Fire Officers

- The Board of Fire Commissioners appointed the following Chief Officers:

Chief of Department	Carlos Cano
First Assistant Chief	Brian Fenster
Second Assistant Chief	Terence Carthy

Membership Photo

- A motion was made by Commissioner Dehmer, seconded by Commissioner Schultz to reimburse Company President Alex Greene \$ 634.00 for the Company photo graphics. All in favor.

Sexual Harassment Training

- The Chairman requested Commissioner Lombardi to investigate options for sexual harassment training for the Fire Company and to report back at the February meeting.

Chief Vehicle Purchase

- A motion was made by Commissioner Ross, seconded by Commissioner Lombardi to purchase a 2022 Chevrolet Tahoe SSV under the Elsmere Fire Department, Elsmere, NY purchase contract at a cost not to exceed \$70,000.00 from TCD Outfitters Mamaroneck, NY. All in favor.

There being no further business to transact, a motion was made by Commissioner Schultz and seconded by Commissioner Lombardi to adjourned the meeting at 10:25 PM.

Sincerely,

Joseph P. McConnell
Secretary

Chief's Report to Board of Fire Commissioners

January 2022

Calls:

During the month of December there were 37 fire calls, and 46 EMS calls for a total of 83 alarms. There were 448 fire calls and 571 EMS calls for a total of 1,019 calls in 2021.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 15,700

2022: 110,502

2023: 111000

The right side On Spot chain arm on the rescue is stuck in the middle position and needs to be repaired. It does not go up or down.

Equipment:

I would like to order 8 ratchet straps for the paratech struts. See attached.

We need to purchase additional reflective vests. I recommend we purchase 20.

Firehouse:

The white gear washing machine is broken and does not move past the rinse cycle.

- Chief

Treasurer's Report

January 10, 2021

Final Payment Batch for December:	\$276,295	Down \$8,085 from 2020 or 3%
Total Deposits for December:	\$259	
Number of check payments:	37	
Number of EFT payments:	5	

The Office of the State Comptroller (OSC) finalized their review of the district's property tax cap calculation and previous year submissions. Their response is noted below.

We have reviewed the supporting documentation and calculation of your local government's tax levy limit, as well as your proposed tax levy for the fiscal year ending in 2022, and have no findings.

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

W2/W4 Payroll and 1099 submissions are due by January 31st.

Included in the board meeting documents is a new account analysis report. This report ranks each budget expense by total for the given period and compares the total to the same period in the previous year. If approved, this report would replace the comparative analysis report moving forward.

Currently the fire district does not have a fund balance policy. A policy should be implemented to give the board guidance on how to manage any fund balances for any given year. Other benefits include an orderly provision of services, providing taxpayers with information on why resources were set aside and also provides a framework to efficiently manage cash flows to help guide budgetary decisions.

<u>Amount</u>	<u>From</u>	<u>Requested Budget Transfer</u>	<u>To</u>
\$500.00	Uniforms		Drills/Inspection
Total: \$500.00			

North Castle Fire District #2

Abstract of Claims

December 2021

Check	Claimant	Amount
4323	AAA Emergency Supply Co.	\$ 2,240.50
4324	Adam F. Ross	\$ 1,600.00
4325	Assoc. of Fire Districts of NYS	\$ 625.00
4326	Boomers Gardening Inc.	\$ 861.00
4327	DJ's Auto Clinic	\$ 1,104.90
4328	Healey Ford Lincoln, LLC	\$ 3,804.24
4329	Hubbinette-Cowell Associates, Inc.	\$ 3,518.00
4330	Hudson Valley Fire Equipment	\$ 26.04
4331	James Publishing	\$ 164.00
4332	Joseph Gallagher	\$ 55.02
4333	Joseph McConnell	\$ 1,476.46
4334	Julie Gallagher	\$ 21.00
4335	Konica Minolta Business Solutions	\$ 136.75
4336	Kornfeld,Rew,Newman & Simeone	\$ 3,669.00
4337	Minerva Cleaners	\$ 527.00
4338	Mt. Kisco Truck & Auto Parts	\$ 665.00
4339	New England Uniform, LLC	\$ 625.00
4340	Nicholas E. Langer	\$ 1,412.65
4341	Northwell Health Laboratories	\$ 25.00
4342	Optimum	\$ 170.13
4343	Sprint	\$ 65.19
4344	Standard Security Life Insurance Co.	\$ 461.04
4345	TK Elevator Corporation	\$ 3,925.52
4346	Town of North Castle	\$ 3,885.11
4347	Tritech Forensics	\$ 480.30
4348	Verizon	\$ 918.03
4349	Verizon Wireless	\$ 92.47
4350	Westchester Health Medical, P.C.	\$ 1,313.16
EFT	Cardmember Service	\$ 889.10
EFT	Con Edison	\$ 2,533.57

North Castle Fire District #2

Abstract of Claims

December 2021

Check	Claimant	Amount
EFT	Crystal Rock LLC	\$ 111.36
EFT	NYS Dept. of Taxation and Finance	\$ 336.77
EFT	United States Treasury	\$ 1,630.55
Check Total		Batch Total
28		\$ 39,368.86

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

	Jan - Dec 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	249.69	300.00	-50.31	83.23%
Total A2401 · Interest and Earnings	249.69	300.00	-50.31	83.23%
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	784.24	100.00	684.24	784.24%
RB2401 · Interest Earned - Res Fund B	231.74	100.00	131.74	231.74%
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	1,710,010.05	1,845,925.00	-135,914.95	92.64%
Gross Profit	1,710,010.05	1,845,925.00	-135,914.95	92.64%
Expense				
A1930 · Judgement and Claims				
.41 · Refund Of Taxes	0.00	11,000.00	-11,000.00	0.0%
Total A1930 · Judgement and Claims	0.00	11,000.00	-11,000.00	0.0%
A3410.1 · Personal Services				
.110 · Treasurer	26,095.56	26,095.56	0.00	100.0%
.111 · FICA	5,423.04	6,000.00	-576.96	90.38%
.112 · Federal Withholding Tax	147.50	0.00	147.50	100.0%
.113 · State Tax	39.60	0.00	39.60	100.0%
.120 · Secretary	24,081.24	24,081.24	0.00	100.0%
.130 · Caretaker	19,220.00	20,809.67	-1,589.67	92.36%
.170 · Temporary				
.101 · Data Entry Clerk	2,513.52	2,513.53	-0.01	100.0%
Total .170 · Temporary	2,513.52	2,513.53	-0.01	100.0%
Total A3410.1 · Personal Services	77,520.46	79,500.00	-1,979.54	97.51%
A3410.2 · Equipment				
.230 · Equipment Purchased	96,341.24	101,200.00	-4,858.76	95.2%
Total A3410.2 · Equipment	96,341.24	101,200.00	-4,858.76	95.2%
A3410.4 · Contractual Expenditures				
.40050 · EMT Services	135,405.12	145,000.00	-9,594.88	93.38%
.40100 · Office Supplies				

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
.40101 · Postage	416.80	500.00	-83.20	83.36%
.40130 · Office Supplies - general	1,131.87	0.00	1,131.87	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%
.40150 · Fire House Software	249.26			
.40100 · Office Supplies - Other	1,025.31	6,000.00	-4,974.69	17.09%
Total .40100 · Office Supplies	3,803.92	7,500.00	-3,696.08	50.72%
.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	3,641.91	4,000.00	-358.09	91.05%
Total .40300 · Subscriptions	4,568.33	7,900.00	-3,331.67	57.83%
.40400 · Uniforms	2,337.03	6,300.00	-3,962.97	37.1%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	2,800.00	5,300.00	-2,500.00	52.83%
.40502 · Awards	4,329.85	1,500.00	2,829.85	288.66%
.40500 · Public Drills & Inspections - Other	0.00	0.00	0.00	0.0%
Total .40500 · Public Drills & Inspections	7,129.85	6,800.00	329.85	104.85%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	0.00	1,000.00	-1,000.00	0.0%
.40604 · Election Teller	1,100.00	1,200.00	-100.00	91.67%
.40600 · Election Expense - Other	75.00			
Total .40600 · Election Expense	1,175.00	2,200.00	-1,025.00	53.41%
.40700 · Consultants				
.40701 · Training	2,908.96	3,000.00	-91.04	96.97%
.40703 · Consulting	4,423.00	7,000.00	-2,577.00	63.19%
Total .40700 · Consultants	7,331.96	10,000.00	-2,668.04	73.32%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	39,264.92	45,000.00	-5,735.08	87.26%
.40804 · Building & Grounds Improvement	0.00	20,000.00	-20,000.00	0.0%
.40805 · Building & Grounds Maintenance	55,336.81	62,500.00	-7,163.19	88.54%
.40806 · Maintenance Supplies	4,711.90	5,500.00	-788.10	85.67%
Total .40800 · Building and Grounds	99,313.63	133,000.00	-33,686.37	74.67%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	2,014.65	2,250.00	-235.35	89.54%
.40902 · Equipment Repair	57,993.78	80,000.00	-22,006.22	72.49%
.40903 · Gas,Oil, Lubricants	15,024.70	18,000.00	-2,975.30	83.47%
.40904 · Banksville Contract Share	6,650.00	6,650.00	0.00	100.0%
.40905 · Medical Supplies	8,631.65	15,000.00	-6,368.35	57.54%
Total .40900 · Fire Apparatus and Equipment	90,314.78	121,900.00	-31,585.22	74.09%
.41000 · Fire Alarm System				
.41001 · Telephones	14,769.79	15,000.00	-230.21	98.47%
.41002 · Alarm Maintenance	4,466.88	4,750.00	-283.12	94.04%
Total .41000 · Fire Alarm System	19,236.67	19,750.00	-513.33	97.4%
.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%

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
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	6,836.00	10,000.00	-3,164.00	68.36%
Total .41300 · Legal and Auditing Fees	14,996.00	18,000.00	-3,004.00	83.31%
Total A3410.4 · Contractual Expenditures	505,435.12	600,850.00	-95,414.88	84.12%
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	769.81	0.00	769.81	100.0%
Total A9050.8 · Unemployment Insurance	769.81	0.00	769.81	100.0%
A9060.8 · Hospital, Medical & Accidnt Ins				
.806 · Medical Exams	13,684.86	28,000.00	-14,315.14	48.88%
Total A9060.8 · Hospital, Medical & Accidnt Ins	13,684.86	28,000.00	-14,315.14	48.88%
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	18,475.10	18,475.00	0.10	100.0%
Total A9710.7 · Interest on Bonds	113,075.10	113,075.00	0.10	100.0%
A9901.9 · Transfer to Other Funds				
.904 · Transfer to Fund A from GF	145,000.00	145,000.00	0.00	100.0%
.905 · Transfer to Fund B from GF	75,000.00	75,000.00	0.00	100.0%
A9901.9 · Transfer to Other Funds - Other	0.00	150,000.00	-150,000.00	0.0%
Total A9901.9 · Transfer to Other Funds	220,000.00	370,000.00	-150,000.00	59.46%
Total Expense	1,587,854.59	1,864,825.00	-276,970.41	85.15%
Net Ordinary Income	122,155.46	-18,900.00	141,055.46	-646.33%
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%
Net Other Income	4,035.00	0.00	4,035.00	100.0%