

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

July 11th, 2022

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
Ernie Lombardi	Commissioner
Douglas Ross	Commissioner
Edwin Schultz	Commissioner
Adam Ross	Treasurer
Joseph McConnell	Secretary

PUBLIC COMMENT – Town Councilmen Jose Berra the North Castle Town Board liaison to the Fire District attended the meeting and offered the Town’s support to the District.

TREASURER REPORT (attached)

COMMITTEE REPORTS

House – Commissioner Schultz reported

- Ice machine scheduled for repair

Truck/Equipment – Commissioner Fisher reported

- New Utility awaiting cabinet box
- Engine 286 sent to dealer for routine service, warranty repairs and equipment installation
- Engine 286 requires a new front tire
- No update from Seagrave on the new Engine 287 delivery

EMS – Commissioner Lombardi indicated nothing to report

CHIEFS REPORT (attached)

The Chief reported that there were 43 fire calls, 60 ambulance calls totaling 103 alarms for the month.

OLD BUSINESS

Social Media Policy

- Commissioner Lombardi advised the Board he is awaiting feedback from the Chiefs before proceeding with the final draft.

Sexual Harassment Training

- Commissioner Lombardi stated fourteen members remain to take the course and he plans to remind the members at the July 12th Fire Company meeting to complete the online course.

Firehouse Software

- Commissioner Lombardi advised the Board the District Secretary is finalizing the ESO contract and interviewing Project Manager candidates.

NEW BUSINESS

Minutes

- The minutes of the June 13th, 2022 Regular Meeting were read and approved as amended on a motion by Commissioner Schultz, seconded by Commissioner Ross. All in favor.

June Expenses

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to pay \$64,062.49 in expenses. All in favor.

Member Uniforms

- Firefighter Giaccio advised The Board he is awaiting one final bill from New England Uniform Company which will complete all outstanding orders with the firm.

Fire Prevention Week

- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to approve the Chief's purchase of miscellaneous supplies for the Fire Prevention Week Open House.

Facilities Engineering Study

- The District Secretary will investigate engaging a building engineer to evaluate the firehouse infrastructure and report back at the August Board meeting.

Member Emergency Response Requirements

-The Board will consider the Chief's recommendation to increase minimum member response to ten percent from current five percent.

Membership Response

-The Board requested the Chief and District Secretary review membership alarm response and issue reminder letters of District response requirements to the low response members.

Apparatus Driver Approval

- A motion was made by Commissioner Ross, seconded by Commissioner Schultz to approve Harrison Fontaine as a driver on Ambulance 51B3. All in favor.

Executive Session

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to enter into executive session to discuss personnel matters at 8:15 PM.

- A motion was made by Commissioner Lombardi, seconded by Commissioner Ross to exit executive session at 8:20 PM.

There being no further business to transact, a motion was made by Commissioner Schultz, seconded by Commissioner Lombardi adjourned the meeting at 9:02 PM.

Sincerely,

Joseph P. McConnell
Fire District Secretary

Chief's Report to Board of Fire Commissioners

July 2022

Calls:

During the month of June there were 43 fire calls and 60 EMS calls for a total of 103 alarms, there were 32 false alarms.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 22,570

2022: 1,375

2023: 115,353

Harrison Fontaine has completed all his driving requirements for 51B3, I would like to recommend Harrison as a driver for Ambulance 51B3.
Driving sheets are attached.

The yellow rotating light on passenger side rear top of E288 fell off the other night, not sure if it got tangle on one of the cords hanging from ceiling while pulling out of firehouse, a sheet was filled up.

Equipment:

Tool list for new E287, I gave the list to Jeff Marino from MES and to AAA and asked them for pricing, I figured we can compare prices and buy from whoever has a better price, the list from MES is attached, still waiting on AAA, I will email it to Joe as soon as I get it

Firehouse:

I would like to ask the board to buy more of the Action Wipes, there's only a few left on E286.

With Fire Prevention Week coming up in October I would like to ask the board to purchase some giveaway goodies as our supply of books, crayons, hats and more is almost out. I would like to get from Positive Promotions:

- 2-3 packs of pencils \$32.99 per pack of 100
- 500 packs of crayons .39c per pack
- 250 books (grades 1-2) .62c per book (personalize)
- 250 books (grades Pre-K – K) .62c (personalize)
- 3-4 sticker rolls \$14.99 per roll

Also we are almost out of the old foam, can the board get a few bucket of the green foam, if you don't have any info on it let me know and I will get it.

Respectfully Submitted,

- Chief

Treasurer's Report

July 11, 2022

Final Payment Batch for June:	\$82,367	Down \$704 from 2021 or 1%
Total Deposits for June:	\$62,256	
Number of check payments:	28	
Number of EFT payments:	5	

Kevin Parrett, from Hometown Firefighters, has reached out to me regarding our account activity. Our payment account (Flushing) is projected to be short by about \$18k by March 2023. We have two annuities maturing in August where we can cover the projected deficit and invest the balance into another annuity. We also discussed the possibility of Hometown visiting the district during the August board meeting.

North Castle Fire District #2

Abstract of Claims

July 2022

Check	Claimant	Amount
4500	Mt. Kisco Country Club	\$ 1,000.00
4501	AAA Emergency Supply Co.	\$ 1,714.27
4502	ABM Air Conditioning & Heating, Inc.	\$ 1,063.74
4503	Adam Barnett	\$ 93.56
4504	Adam F. Ross	\$ 1,558.75
4505	Allclean Building Maintenance	\$ 2,050.00
4506	Better Water Well Systems, Inc.	\$ 325.00
4507	Boomers Gardening Inc.	\$ 1,240.00
4508	Bound Tree Medical, LLC	\$ 20.23
4509	DJ's Auto Clinic	\$ 1,701.50
4510	Hopewell Fire Apparatus Service Co., Inc.	\$ 684.74
4511	Hudson Valley Fire Equipment	\$ 3,003.81
4512	Joseph McConnell	\$ 1,583.84
4513	Konica Minolta Business Solutions	\$ 7.87
4514	Leith A. Colton	\$ 200.00
4515	Municipal Emergency Services	\$ 2,000.00
4516	New England Uniform, LLC	\$ 934.00
4517	Nicholas E. Langer	\$ 1,219.34
4518	Samantha Milewicz	\$ 1,098.71
4519	Seal-it Sealcoating, Inc.	\$ 20,875.00
4520	Starnet Emergency Services, Inc.	\$ 12,082.78
4521	Thomas D. Massoni	\$ 514.55
4522	Timothy Wiese	\$ 200.00
4523	Town of North Castle (Fuel)	\$ 1,197.98
4523	Town of North Castle (Electric)	\$ 1,702.83
4524	US Postal Service	\$ 276.00
4525	Verizon	\$ 913.36

North Castle Fire District #2

Abstract of Claims

July 2022

Check	Claimant	Amount
4526	Verizon Wireless	\$ 102.49
EFT	Cardmember Service	\$ 1,942.84
EFT	Con Edison	\$ 195.49
EFT	Crystal Rock LLC	\$ 110.37
EFT	NYS Dept. of Taxation and Finance	\$ 414.78
EFT	United States Treasury	\$ 2,034.66
Check Total		Batch Total
30		\$ 64,062.49

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2

Profit & Loss Budget vs. Actual

January through June 2022

Ordinary Income/Expense	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
A27701 Other Unclassified Income	150,000.00	150,000.00	0.00	100.0%
A1001 - Real Property Taxes				
A1001.1 - Budget Tax Money Rec'd	1,737,712.33	1,738,300.00	-587.67	99.97%
Total A1001 - Real Property Taxes	1,737,712.33	1,738,300.00	-587.67	99.97%
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	111.44	500.00	-388.56	22.29%
Total A2401 - Interest and Earnings	111.44	500.00	-388.56	22.29%
A2680 - Insurance Recoveries	0.00	0.00	0.00	0.0%
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	69,563.00	69,563.00	0.00	100.0%
Total A2770 - Other Income	69,563.00	69,563.00	0.00	100.0%
A3389 - State Aid, Other Public Safety				
.700 - Received From NYS	0.00	0.00	0.00	0.0%
.800 - Grant Monies	5,576.21	0.00	5,576.21	100.0%
Total A3389 - State Aid, Other Public Safety	5,576.21	0.00	5,576.21	100.0%
RA2401 - Interest Earned - Res Fund A	414.81	0.00	414.81	100.0%
RB2401 - Interest Earned - Res Fund B	158.42	0.00	158.42	100.0%
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	1,964,136.21	1,978,363.00	-14,226.79	99.28%
Gross Profit	1,964,136.21	1,978,363.00	-14,226.79	99.28%
Expense				
H3410.4 Purchase New Pump Truck	0.00	0.00	0.00	0.0%
A1930 - Judgement and Claims				
.41 - Refund Of Taxes	502.42	5,000.00	-4,497.58	10.05%
Total A1930 - Judgement and Claims	502.42	5,000.00	-4,497.58	10.05%
A3410.1 - Personal Services				
.110 - Treasurer	15,000.00	30,000.00	-15,000.00	50.0%
.111 - FICA	2,960.35	6,100.00	-3,139.65	48.53%
.112 - Federal Withholding Tax	57.50	0.00	57.50	100.0%
.113 - State Tax	25.30	0.00	25.30	100.0%
.120 - Secretary	12,999.98	26,000.00	-13,000.02	50.0%
.130 - Caretaker	9,140.00	20,800.00	-11,660.00	43.94%
.170 - Temporary				
.101 - Data Entry Clerk	1,294.46	2,600.00	-1,305.54	49.79%
Total .170 - Temporary	1,294.46	2,600.00	-1,305.54	49.79%
Total A3410.1 - Personal Services	41,477.59	85,500.00	-44,022.41	48.51%
A3410.2 - Equipment				
.230 - Equipment Purchased	108,770.33	182,136.00	-73,365.67	59.72%
Total A3410.2 - Equipment	108,770.33	182,136.00	-73,365.67	59.72%
A3410.4 - Contractual Expenditures				
.40050 - EMT Services	84,579.46	148,000.00	-63,420.54	57.15%
.40100 - Office Supplies				
.40101 - Postage	32.65	750.00	-717.35	4.35%

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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
.40130 · Office Supplies - general	1,070.53	5,000.00	-3,929.47	21.41%
.40131 · Secretary Supplies	88.82	0.00	88.82	100.0%
.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	0.00	0.00	0.0%
Total .40100 · Office Supplies	1,192.00	6,250.00	-5,058.00	19.07%
.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	37.46	0.00	37.46	100.0%
.40200 · Travel Expenses - Other	0.00	5,000.00	-5,000.00	0.0%
Total .40200 · Travel Expenses	37.46	5,500.00	-5,462.54	0.69%
.40300 · Subscriptions				
A40302 Community Awareness	0.00	500.00	-500.00	0.0%
.40301 · Dues / Subscriptions	1,961.42	4,000.00	-2,038.58	49.04%
Total .40300 · Subscriptions	1,961.42	4,500.00	-2,538.58	43.59%
.40400 · Uniforms	3,459.35	5,000.00	-1,540.65	69.19%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	1,000.00	18,000.00	-17,000.00	5.56%
.40502 · Awards	0.00	2,000.00	-2,000.00	0.0%
.40500 · Public Drills & Inspections - Other	0.00	0.00	0.00	0.0%
Total .40500 · Public Drills & Inspections	1,000.00	20,000.00	-19,000.00	5.0%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	66.00	500.00	-434.00	13.2%
.40604 · Election Teller	400.00	1,000.00	-600.00	40.0%
Total .40600 · Election Expense	466.00	1,500.00	-1,034.00	31.07%
.40700 · Consultants				
.40701 · Training	1,489.19	8,000.00	-6,510.81	18.62%
.40703 · Consulting	0.00	0.00	0.00	0.0%
Total .40700 · Consultants	1,489.19	8,000.00	-6,510.81	18.62%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	24,855.09	42,500.00	-17,644.91	58.48%
.40804 · Building & Grounds Improvement	0.00	25,000.00	-25,000.00	0.0%
.40805 · Building & Grounds Maintenance	40,908.10	70,000.00	-29,091.90	58.44%
.40806 · Maintenance Supplies	4,298.43	5,000.00	-701.57	85.97%
Total .40800 · Building and Grounds	70,061.62	142,500.00	-72,438.38	49.17%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	2,075.09	2,100.00	-24.91	98.81%
.40902 · Equipment Repair	48,058.30	75,000.00	-26,941.70	64.08%
.40903 · Gas,Oil, Lubricants	9,770.62	12,000.00	-2,229.38	81.42%
.40904 · Banksville Contract Share	0.00	6,650.00	-6,650.00	0.0%
.40905 · Medical Supplies	3,960.88	10,000.00	-6,039.12	39.61%
Total .40900 · Fire Apparatus and Equipment	63,864.89	105,750.00	-41,885.11	60.39%
.41000 · Fire Alarm System				
.41001 · Telephones	7,380.81	15,000.00	-7,619.19	49.21%
.41002 · Alarm Maintenance	2,300.46	5,000.00	-2,699.54	46.01%
Total .41000 · Fire Alarm System	9,681.27	20,000.00	-10,318.73	48.41%
.41100 · Hydrant Rentals	33,805.75	36,500.00	-2,694.25	92.62%
.41200 · Insurance				
.41202 · Public Liability & Prop Damage	60,837.06	60,900.00	-62.94	99.9%
.41203 · Insurance - Accident/Sickness	3,917.00	0.00	3,917.00	100.0%
.41204 · Other Insurance	25,648.56	33,600.00	-7,951.44	76.34%
Total .41200 · Insurance	90,402.62	94,500.00	-4,097.38	95.66%
.41300 · Legal and Auditing Fees				
.41301 · Audit Services Rendered	8,400.00	0.00	8,400.00	100.0%

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2

Profit & Loss Budget vs. Actual

January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
.41302 · Legal Fees	1,815.00	0.00	1,815.00	100.0%
.41300 · Legal and Auditing Fees - Other	0.00	18,000.00	-18,000.00	0.0%
Total .41300 · Legal and Auditing Fees	10,215.00	18,000.00	-7,785.00	56.75%
Total A3410.4 · Contractual Expenditures	372,216.03	616,000.00	-243,783.97	60.43%
A9025.8 · Local Pension Fund				
.803 · Length Of Service Awards	75,000.00	75,000.00	0.00	100.0%
.865 · LOSAP - Admin Fee	0.00	0.00	0.00	0.0%
Total A9025.8 · Local Pension Fund	75,000.00	75,000.00	0.00	100.0%
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	32,687.00	32,900.00	-213.00	99.35%
Total A9040.8 · Workers' Compensation	32,687.00	32,900.00	-213.00	99.35%
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	393.27	1,500.00	-1,106.73	26.22%
Total A9050.8 · Unemployment Insurance	393.27	1,500.00	-1,106.73	26.22%
A9060.8 · Hospital, Medical & Accident Ins				
.806 · Medical Exams	3,439.16	28,000.00	-24,560.84	12.28%
Total A9060.8 · Hospital, Medical & Accident Ins	3,439.16	28,000.00	-24,560.84	12.28%
A9710.6 · Redemption of Bonds				
.611 · Serial Bond Prin Pyt	370,000.00	370,000.00	0.00	100.0%
.650 · PCSB Truck Bond Principal	0.00	0.00	0.00	0.0%
.670 · Greene County Serial Bond	120,000.00	120,000.00	0.00	100.0%
Total A9710.6 · Redemption of Bonds	490,000.00	490,000.00	0.00	100.0%
A9710.7 · Interest on Bonds				
.711 · Bond Interest Due	44,600.00	81,800.00	-37,200.00	54.52%
.750 · PCSB Truck Bond Interest	5,843.75	11,027.00	-5,183.25	53.0%
A9710.7 · Interest on Bonds - Other	0.00	0.00	0.00	0.0%
Total A9710.7 · Interest on Bonds	50,443.75	92,827.00	-42,383.25	54.34%
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	150,000.00	150,000.00	0.00	100.0%
Total A9901.9 · Transfer to Other Funds	150,000.00	370,000.00	-220,000.00	40.54%
H3410.2 · Fire, Equipment, Capital Outlay				
.231 · Equipment Purchased	0.00	0.00	0.00	0.0%
Total H3410.2 · Fire, Equipment, Capital Outlay	0.00	0.00	0.00	0.0%
Total Expense	1,324,929.55	1,978,863.00	-653,933.45	66.95%
Net Ordinary Income	639,206.66	-500.00	639,706.66	-127,841.33%
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%
Net Other Income	0.00	500.00	-500.00	0.0%
Net Income	639,206.66	0.00	639,206.66	100.0%