

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

May 9th, 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
Donald Dehmer	Commissioner
Ernie Lombardi	Commissioner
Edwin Schultz	Commissioner
Adam Ross	Treasurer
Joseph McConnell	Secretary

PUBLIC COMMENT – None

TREASURER REPORT (attached)

- The Treasurer reported receiving the 2022 Fire District Tax Collection from the Town of North Castle

COMMITTEE REPORTS

House – Commissioner Schultz reported

- The HVAC seasonal maintenance was completed by ABM Heating & Air Conditioning
- The Firehouse locks have been changed
- Annually inspection of the smoke detectors completed

Truck/Equipment – Commissioner Fisher reported

- Engine 288 leak being investigated by Hopewell Service
- Amb 51-B1 checking if recent repair under warranty & has been inspected for NYS
- Utility 82 replacement scheduled for Fall delivery
- 2022 Tahoe delivery scheduled for end of May

EMS – Commissioner Fisher reported

- REMSCO agreed with the Fire District’s Policy for AFD Paramedic’s riding on the AFD BLS Ambulances
- Sexual Harassment training scheduled for May 31st

CHIEFS REPORT (attached)

The Chief reported that there were 44 fire calls, 49 ambulance calls totaling 93 alarms for the month.

OLD BUSINESS

Hospital Transportation SOG

- Commissioner Schultz made a motion, seconded by Commissioner Dehmer to adopt the proposed Armonk Fire Department **Standard Operating Guideline 6.10 – Hospital Destinations** (attached). All in favor.

Rescue Squad Membership Wavier Policy

- Commissioner Lombardi made a motion, seconded by Commissioner Schultz to adopt the ***Rescue Squad Membership Wavier Policy*** (attached). All in favor.

NEW BUSINESS

Minutes

- The minutes of the April 11th, 2022 Regular Meeting were read and approved on a motion by Commissioner Lombardi, seconded by Commissioner Schultz. All in favor.

April Expenses

- A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to pay \$191,400.98 in expenses. All in favor.

Budget Line Adjustments

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to increase the “Equipment Purchase Budget Line to \$137,161.00 with funds from the “Unassigned Fund Balance”. All in favor.
- A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz for a \$10,000.00 budget transfer from “Refund Tax” to “Other Insurance”. All in favor.

2021 Fire District Financial Audit

- The Board reviewed the RBT CPAs, LLP the draft of the 2021 Fire District Financial Audit and accepted it as presented. The final version to be executed upon once it is received by the district.

August Primary Elections

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to allow the Westchester Board of Election use of the Firehouse for the August 23, 2022 Primary Elections. All in favor.

Fire Department Inspection Dinner

- A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to hold the October 1, 2022 Fire Department Inspection Dinner at the Mt. Kisco Country Club at a cost of \$170.00 per person. All in favor.

Obsolescent Turnout Gear

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to declare outdated/unsuable and dispose of Fire and EMS turnout gear and helmets. All in favor.

Car 2022 Tahoe Purchase

- A motion was made by Commissioner Ross, seconded by Commissioner Lombardi to pay Denooyer Chevrolet \$44,975.50 for a 2022 Tahoe vehicle using Unassigned Funds.

Car 2022 Tahoe Equipment

- A motion was made by Commissioner Fisher, seconded by Commissioner Lombardi to pay TCD Communications, Cruiser Division \$24, 587.50 for the 2022 Tahoe vehicle equipment purchase and wiring using Unassigned Funds.

Rescue Mannequin

- A motion was made by Commissioner Fisher, seconded by Commissioner Lombardi to purchase one 105-pound rescue mannequin at a cost of \$1,200.00. All in favor.

Firehouse Driveway Seal Coating

- A motion was made by Commissioner Dehmer, seconded by Commissioner Schultz to accept Seal-it Sealcoating Inc. proposal to repair and seal the Firehouse driveway cracks at a cost of \$18,375.00. All in favor.

Sterling Road Lawn Repair

- A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to engage Bommer's Lawn Service to repair the front lawn at 2 Sterling Road due to a fire call at a cost of \$300.00. All in favor.

There being no further business to transact, a motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to adjourned the meeting at 10:00 PM.

Sincerely,
Joseph P. McConnell
Secretary

#6.10 - Hospital Destinations	
Revision Date: 2/14/2022	Standard Operating Guideline - EMS

Purpose

To ensure the proper destination for transporting patients.

Scope

Applies to all EMT's of the Armonk Fire Department.

Guideline

1. Except under exigent circumstances, the ambulance shall transport patients to the closest appropriate hospital.
2. In Armonk the closest hospital is usually Northern Westchester Hospital. In Banksville, the closest hospital is usually Northern Westchester or Greenwich Hospital. The ambulance crew should identify the closest appropriate hospital when operating in a mutual aid capacity.
3. The EMT is responsible for ensuring that the hospital is contacted at least 5 minutes prior to arriving at the hospital.
4. If a receiving hospital diverts the ambulance to another receiving hospital because of emergency room conditions, the ambulance will divert if, in the judgment of the crew member with the highest level of training, in consultation with medical control, they feel that the patient's condition is stable enough to warrant diversion. Generally, patients who are critical or unstable must be taken to the nearest facility. The EMT shall document the diversion in the ePCR.
5. The following patients should generally be transported to Westchester Medical Center, or another level 1 trauma center if closer.
 - a. Pediatric patients experiencing anything other than minor injury or illness.
 - b. Stroke patients with high S-LAMS scores.
 - c. Any patient meeting trauma destination criteria.
 - d. Any patient experiencing significant burns.
 - e. Any patient suffering from carbon monoxide poisoning.
 - f. Patients under care of a paramedic who identified a medical reason.

Rescue Squad Membership Waiver Policy
Policy 1, Section 2, Bullet Point A

A Rescue Squad Member who has been an active member of the Armonk Fire Department for 15 years or more and has held a New York State EMT certification for the entire time portion, will be eligible to have the requirement of EMT certification. Any Rescue Squad member receiving this waiver may participate in the EMS Program as an ambulance driver and/or attendant. A Rescue Squad member meeting the above criteria shall make a formal request to the Board of Fire Commissioners for consideration of the waiver.

Chief's Report to Board of Fire Commissioners

May 2022

Calls:

During the month of April there were 44 fire calls and 49 EMS calls for a total of 93 alarms, there were 31 false alarms.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 19,486

2022: 114,401

2023: 114,371

I would like to request the Board update the District Policy regarding the training requirements for officers (Article XIII, Section 2) to conform with the current class offerings and the recommendation of the Chief of Training at the Westchester County Fire Training Center.

- o Captain of Patrol: none
- o 2 nd Lieutenant: Principles of Instruction, ICS-200, and Incident Safety Officer.
- o 1 st Lieutenant: Firefighter 2
- o Captain: Fire Officers 1 or all five modules which make up Fire Officer 1.
 - (1) Leadership & Supervision Course
 - (2) Company Training & Community Risk Reduction Course
 - (3) Planning & Emergency Response Course
 - (4) Firefighter Health & Safety Course
 - (5) Fireground Strategies and Tactics for First Arriving Companies Course
- o 2 nd Assistant Chief: Principles of Building Construction (offered online through NFA and FEMA), and ICS-300.
- o 1 st Assistant Chief: Fire Investigation for the Line Officer, Haz Mat Incident Command
- o Chief: No additional courses required

As mention in the past here is the updated SOG for transporting patients to the closest hospital, SOG attached

Equipment:

I would like to ask the board to buy 2 Hook Clusters: Large J, Mini J, Hammerhead T to be use with the Paratech struts, info is attached.

Firehouse:

Nothing to report

Respectfully Submitted,

- Chief

Treasurer's Report

May 9, 2022

Final Payment Batch for April:	\$109,215	Down \$56,088 from 2021 or 34%
Total Deposits for April:	\$73	
Number of check payments:	23	
Number of EFT payments:	6	

We received a copy of our draft financials and board report (included in report batch). Once approved, we can move forward with receiving a final copy and submitting them to NYS.

We received the remaining \$1,463,300 in tax receipts from the town on 5/2/22. The interest charge for the \$275k advance was \$587.67 (1.5%).

Included in tonight's payment batch is the principal and interest payment for Green County Commercial Bank (truck bond). The second interest payment for the year is due on 12/1/22.

Requested Budget Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
\$10,000.00	Refund Taxes	Other Insurance
Total: \$10,000.00		

North Castle Fire District #2

Abstract of Claims

May 2022

Check	Claimant	Amount
4438	AAA Emergency Supply Co.	\$ 341.54
4439	Adam F. Ross	\$ 1,825.99
4440	Armonk Garage	\$ 181.00
4441	Better Water Well Systems, Inc.	\$ 764.00
4442	Boomers Gardening Inc.	\$ 370.00
4443	Bound Tree Medical, LLC	\$ 148.56
4444	Greene County Commercial Bank	\$ 125,843.75
4445	Griffin,Coogan,Sulzer & Horgan, PC	\$ 90.75
4446	Hopewell Fire Apparatus Service Co., Inc.	\$ 1,649.82
4447	Hudson Valley Fire Equipment	\$ 980.19
4448	Joseph McConnell	\$ 1,672.66
4449	Julie Gallagher	\$ 21.00
4450	Konica Minolta Business Solutions	\$ 25.88
4451	Mitchell Fuel	\$ 1,226.66
4452	Nicholas E. Langer	\$ 1,368.04
4453	Optimum	\$ 170.13
4454	Orion	\$ 2,080.40
4455	RBT CPAs	\$ 8,400.00
4456	Sprint	\$ 65.03
4457	Stanley Convergent Security Solutions Inc	\$ 1,150.23
4458	Starnet Emergency Services, Inc.	\$ 12,082.78
4459	The Journal News	\$ 66.00
4460	The Niles Agency	\$ 17,301.78
4461	Thomas D. Massoni	\$ 774.50
4462	Tire Buys	\$ 355.62
4463	Town of North Castle	\$ 2,897.04
4464	V.E. Ralph & Sone, Inc.	\$ 482.32
4465	Verizon	\$ 912.75
4466	Verizon Wireless	\$ 102.49
4467	Nicholas E. Langer	\$ 1,278.82

North Castle Fire District #2

Abstract of Claims

May 2022

Check	Claimant	Amount
EFT	Cardmember Services (Sterling CC)	\$ 2,512.82
EFT	Con Edison	\$ 1,959.18
EFT	Crystal Rock LLC	\$ 110.37
EFT	NYS Dept. of Taxation and Finance	\$ 362.58
EFT	United States Treasury	\$ 1,826.30
Check Total		Batch Total
30		\$ 191,400.98

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

January through April 2022

Ordinary Income/Expense	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
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	275,000.00	1,738,300.00	-1,463,300.00	15.82%
Total A1001 - Real Property Taxes	275,000.00	1,738,300.00	-1,463,300.00	15.82%
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	34.13	500.00	-465.87	6.83%
Total A2401 - Interest and Earnings	34.13	500.00	-465.87	6.83%
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%
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	326.89	0.00	326.89	100.0%
RB2401 - Interest Earned - Res Fund B	117.59	0.00	117.59	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	281,654.82	1,908,800.00	-1,627,145.18	14.76%
Gross Profit	281,654.82	1,908,800.00	-1,627,145.18	14.76%
Expense				
H3410.4 Purchase New Pump Truck	0.00	0.00	0.00	0.0%
A1930 - Judgement and Claims				
.41 - Refund Of Taxes	90.75	15,000.00	-14,909.25	0.61%
Total A1930 - Judgement and Claims	90.75	15,000.00	-14,909.25	0.61%
A3410.1 - Personal Services				
.110 - Treasurer	10,000.00	30,000.00	-20,000.00	33.33%
.111 - FICA	1,962.75	6,100.00	-4,137.25	32.18%
.112 - Federal Withholding Tax	75.00	0.00	75.00	100.0%
.113 - State Tax	33.00	0.00	33.00	100.0%
.120 - Secretary	8,666.64	26,000.00	-17,333.36	33.33%
.130 - Caretaker	5,800.00	20,800.00	-15,000.00	27.89%
.170 - Temporary				
.101 - Data Entry Clerk	647.23	2,600.00	-1,952.77	24.89%
Total .170 - Temporary	647.23	2,600.00	-1,952.77	24.89%
Total A3410.1 - Personal Services	27,184.62	85,500.00	-58,315.38	31.8%
A3410.2 - Equipment				
.230 - Equipment Purchased	75,898.68	112,573.00	-36,674.32	67.42%
Total A3410.2 - Equipment	75,898.68	112,573.00	-36,674.32	67.42%
A3410.4 - Contractual Expenditures				
.40050 - EMT Services	48,331.12	148,000.00	-99,668.88	32.66%
.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 April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
.40130 - Office Supplies - general	980.82	0.00	980.82	100.0%
.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	5,000.00	-5,000.00	0.0%
Total .40100 - Office Supplies	1,102.29	6,250.00	-5,147.71	17.64%
.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	0.68%
.40300 - Subscriptions				
A40302 Community Awareness	0.00	500.00	-500.00	0.0%
.40301 - Dues / Subscriptions	1,318.62	4,000.00	-2,681.38	32.97%
Total .40300 - Subscriptions	1,318.62	4,500.00	-3,181.38	29.3%
.40400 - Uniforms	2,044.35	5,000.00	-2,955.65	40.89%
.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	66.00	500.00	-434.00	13.2%
.40604 - Election Teller	0.00	1,000.00	-1,000.00	0.0%
Total .40600 - Election Expense	66.00	1,500.00	-1,434.00	4.4%
.40700 - Consultants				
.40701 - Training	1,265.71	8,000.00	-6,734.29	15.82%
.40703 - Consulting	0.00	0.00	0.00	0.0%
Total .40700 - Consultants	1,265.71	8,000.00	-6,734.29	15.82%
.40800 - Building and Grounds				
.40801 - Fuel, Light, Water	19,880.42	42,500.00	-22,619.58	46.78%
.40804 - Building & Grounds Improvement	0.00	25,000.00	-25,000.00	0.0%
.40805 - Building & Grounds Maintenance	23,861.73	70,000.00	-46,138.27	34.09%
.40806 - Maintenance Supplies	2,353.11	5,000.00	-2,646.89	47.06%
Total .40800 - Building and Grounds	46,095.26	142,500.00	-96,404.74	32.35%
.40900 - Fire Apparatus and Equipment				
.40901 - Tech Equipment	2,075.09	2,100.00	-24.91	98.81%
.40902 - Equipment Repair	38,906.03	75,000.00	-36,093.97	51.88%
.40903 - Gas,Oil, Lubricants	7,355.68	12,000.00	-4,644.32	61.3%
.40904 - Banksville Contract Share	0.00	6,650.00	-6,650.00	0.0%
.40905 - Medical Supplies	3,840.09	10,000.00	-6,159.91	38.4%
Total .40900 - Fire Apparatus and Equipment	52,176.89	105,750.00	-53,573.11	49.34%
.41000 - Fire Alarm System				
.41001 - Telephones	5,011.40	15,000.00	-9,988.60	33.41%
.41002 - Alarm Maintenance	2,300.46	5,000.00	-2,699.54	46.01%
Total .41000 - Fire Alarm System	7,311.86	20,000.00	-12,688.14	36.56%
.41100 - Hydrant Rentals	0.00	36,500.00	-36,500.00	0.0%
.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	23,600.00	2,048.56	108.68%

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

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Total .41200 - Insurance	90,402.62	84,500.00	5,902.62	106.99%
.41300 - Legal and Auditing Fees				
.41301 - Audit Services Rendered	8,400.00	0.00	8,400.00	100.0%
.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	8,400.00	18,000.00	-9,600.00	46.67%
Total A3410.4 - Contractual Expenditures	258,552.18	606,000.00	-347,447.82	42.67%
A8025.8 - 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	2,809.08	28,000.00	-25,190.92	10.03%
Total A9060.8 - Hospital, Medical & Accident Ins	2,809.08	28,000.00	-25,190.92	10.03%
A9710.6 - Redemption of Bonds				
.811 - Serial Bond Prin Pyt	370,000.00	370,000.00	0.00	100.0%
.850 - PCSB Truck Bond Principal	0.00	120,000.00	-120,000.00	0.0%
Total A9710.6 - Redemption of Bonds	370,000.00	490,000.00	-120,000.00	75.51%
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	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	44,600.00	92,827.00	-48,227.00	48.05%
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%
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	887,215.58	1,909,300.00	-1,022,084.42	46.47%
Net Ordinary Income	-605,560.76	-500.00	-605,060.76	121,112.15%
Other Income/Expense				
Other Income				
A2865 - 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	-605,560.76	0.00	-605,560.76	100.0%