

MINUTES OF THE REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY
August 14th, 2023

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
Joseph McConnell	Secretary

PUBLIC COMMENT – Town Councilmen Jose Berra informed the Commissioners of the following items before the Town Board:

Airport Campus (formerly MBIA)

- The Town Board approved repurposing an existing building to residential purpose and the construction of 175 townhouses on the property.

New King Street Battery Storage

- The Town Board has hired a consultant to evaluate the proposal.

TREASURER REPORT (attached)

COMMITTEE REPORTS

House – Commissioner Schultz

- Bail out mats have been delivered.
- A TV monitor has been purchased for the District conference room.

Truck – Commissioner Fisher

- 2022 Tahoe will be sent to dealer for recall notice.
- 2021 Tahoe tires replaced.
- 51B1 investigating vendor to repair O2 line leak.

EMS – Commissioner Lombardi

- Reviewing policy for EMT's response to emergency scene.

CHIEFS REPORT (attached)

The Chief reported during the month of July there were 41 Fire calls, 61 EMS calls and 35 False alarms totaling 137 alarms.

OLD BUSINESS

New Ambulance

-Commissioner Fisher noted the ambulance committee will meet to review the vendor proposals and make a recommendation to the Board.

Roof Leaks

-Commissioner Fisher advised the Board the Company Office leak was due to a roof A/C unit directly above the space. Additionally, the Commissioner is seeking an estimate for repairing the roof water leak in the main hallway.

Gym Flooring

-Commissioner Lombardi advise the Board the flooring vendor will be replacing the gym floor by early September and will be responsible for moving the heavy exercise equipment.

NEW BUSINESS

July Minutes

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to approve the July 10, 2023 Regular Meeting minutes. All in favor.

August Expenses

– A motion was made by Commissioner Schultz, seconded by Commissioner Ross to approve payment of the July bills totaling \$ 74,041.02. All in favor.

Budget Line Transfers

– A motion was made by Commissioner Schultz, seconded by Commissioner Ross to approve a budget line transfer of \$ 2,500.00 from Equipment Repair to Uniforms. All in favor.

Appropriation Increase

– A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to approve a budget line transfer of \$50,00.00 from Unassigned Fund Balance to Building, Grounds and Maintenance. All in favor.

2024 Budget Workshop

-The Board agreed to meet Wednesday September 9th at 7:00 PM to develop a proposed 2024 operating budget.

Boating Course

-Commissioner Fisher advised the Board a boating course on August 21 and 22 from 6 to 10 PM which will be open to the Fire Department membership. The course will be given by the US Coast Guard Mamaroneck, NY Auxiliary at a cost of \$140.00 per person to be paid by the District.

Byram Hills High School Car Wash

-The Board approved the use of the firehouse front driveway for a BHHS Football fund raiser providing a Fire Department member is in attendance and the organization provides a COI.

Member Replacement Phone

-A motion was made by Commissioner Lombardi, seconded by Commissioner Dehmer to reimburse Vincent Denich \$589.00 for an Apple phone lost on an emergency call.

Peloton Membership Renewal

-A motion was made by Commissioner Lombardi, seconded by Commissioner Fisher to renew the Peloton annual subscription for the gym bike at a cost of \$529.00. All in favor

Apparatus Drivers

-A motion was made by Lombardi, seconded by Commissioner Fisher to approve Robert Mann as a 51B1 Driver. All in favor.

Rolling Racks

-A motion was made by Commissioner Lombardi, seconded by Commissioner Fisher to purchase five rolling storage racks from Costco at a cost of \$84.99 each. All in favor.

Emergency Sled

-A motion was made by Commissioner Lombardi, seconded by Commissioner Dehmer to purchase a Hoist Hip Sled/Hack Squat by Johnson & Wellness Fitness at a cost of \$2,478.99. All in favor.

Turn Out Gear

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to purchase four sets of Morning Pride Turn Out Gear at a cost of \$3,400.00 per set. All in favor.

Membership

-A motion was made by Commissioner Schutz, seconded by Commissioner Lombardi to reinstate Alex Kornev as an active firefighter recertifying as a driver at least two times per vehicle starting with 51B3. A roll call of votes was:

Commissioner Fisher - Yea

Commissioner Dehmer - Yea

Commissioner Lombardi - Yea

Commissioner Schultz - Yea

Commissioner Ross - Nye

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to reinstate Daniel Burke as an active EMT. All in favor.

-A motion was made by Commissioner Schultz, seconded by Commissioner Fisher to accept Lauren Lombardi's application for junior membership as an EMT. Commissioner Lombardi abstain and the remaining Commissioners all in favor.

-A motion was made by Commissioner Schultz, seconded by Commissioner Dehmer to accept Amy Gagliardi's request for membership change to active from junior member. All in favor.

-A motion was made by Commissioner Fisher, seconded by Commissioner Lombardi to accept Shpend (Joey) Nezaj application for firefighter. All in favor.

Bedford Village Fire Department Parade

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to allow the Fire Company to bring Engine 286, Utility 82 and an ambulance to the September 9th Bedford Village Fire Department Parade. All in favor.

Mt. Kisco Fire Department Tunnel to Tower Exhibit

-A motion was made by Commissioner Lombardi, seconded by Commissioner Dehmer to allow the Engine 288 to escort the 9/11 mobile exhibit on September 7th. All in favor.

There being no further business to transact, a motion was made by Commissioner Dehmer, seconded by Commissioner Lombardi adjourned the meeting at 9:11 PM.

Sincerely,

Joseph P. McConnell
Fire District Secretary

Treasurer's Report

August 14, 2023

Final Payment Batch for July:	\$213,715	Up \$150,209 from 2022 or 337%
Total Deposits for July:	\$151,614	
Number of check payments:	30	
Number of EFT payments:	6	

- Preliminary work being completed for FY24 Budget
- Budget Transfer Request – Uniforms
- Need to discuss claim by Vincent Denich for lost phone
 - Requested funds are to pay off loan and not insurance premium
- Need to fund Bldg Grounds Maintenance account
 - Average \$10k a month in expense
 - \$2,791 balance as of 7/31/2023
 - Requires a budget transfer from another account, or an increase in appropriations funded by unassigned fund balance

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
A27701 Other Unclassified Income		150,000.00	-150,000.00	
A1001 · Real Property Taxes				
A1001.1 · Budget Tax Money Rec'd	1,785,298.00	1,785,298.00		100.0%
Total A1001 · Real Property Taxes	1,785,298.00	1,785,298.00		100.0%
A2262 · Fire Protection Services Other				
A2262.1 · Banksville Ambulance Contract	19,000.00	19,000.00		100.0%
Total A2262 · Fire Protection Services Other	19,000.00	19,000.00		100.0%
A2401 · Interest and Earnings				
A2401.1 · Interest Earned	1,091.80	500.00	591.80	218.36%
Total A2401 · Interest and Earnings	1,091.80	500.00	591.80	218.36%
A2680 · Insurance Recoveries	5,340.74			
A2705 · Gifts and Donations				
A2705.2 · Misc - Bldg usage for voting	600.00	750.00	-150.00	80.0%
Total A2705 · Gifts and Donations	600.00	750.00	-150.00	80.0%
A2770 · Other Income				
.999 · Miscellaneous				
Total A2770 · Other Income				
A3389 · State Aid, Other Public Safety				
.800 · Grant Monies	5,000.00		5,000.00	100.0%
Total A3389 · State Aid, Other Public Safety	5,000.00		5,000.00	100.0%
A5031 · Interfund Transfers				
A5031.2 · Transfer in from General Fund				
A5031.4 · Transfer in from Reserve Fund A				
Total A5031 · Interfund Transfers				
RA2401 · Interest Earned - Res Fund A	510.43		510.43	100.0%
RB2401 · Interest Earned - Res Fund B	5,707.30		5,707.30	100.0%
TA50 · Foreign Fire Ins 2% Monies				
TA50.1 · 2% Monies	-151,613.81		-151,613.81	100.0%
TA50.2 · Foreign Insurance Rec'd	151,613.81		151,613.81	100.0%
Total TA50 · Foreign Fire Ins 2% Monies				
Total Income	1,822,548.27	1,955,548.00	-132,999.73	93.2%
Gross Profit	1,822,548.27	1,955,548.00	-132,999.73	93.2%
Expense				
A1930 · Judgement and Claims				
.41 · Refund Of Taxes	2,374.05	15,000.00	-12,625.95	15.83%
Total A1930 · Judgement and Claims	2,374.05	15,000.00	-12,625.95	15.83%
A3410.1 · Personal Services				
.110 · Treasurer	18,725.00	32,100.00	-13,375.00	58.33%
.111 · FICA	2,841.35	6,300.00	-3,458.65	45.1%
.112 · Federal Withholding Tax				
.113 · State Tax				
.120 · Secretary	16,916.65	29,000.00	-12,083.35	58.33%
.130 · Caretaker		16,900.00	-16,900.00	
.170 · Temporary				
.101 · Data Entry Clerk	1,500.00	3,000.00	-1,500.00	50.0%
Total .170 · Temporary	1,500.00	3,000.00	-1,500.00	50.0%
Total A3410.1 · Personal Services	39,983.00	87,300.00	-47,317.00	45.8%
A3410.2 · Equipment				
.230 · Equipment Purchased	178,150.83	234,400.00	-56,249.17	76.0%
Total A3410.2 · Equipment	178,150.83	234,400.00	-56,249.17	76.0%
A3410.4 · Contractual Expenditures				
.40050 · EMT Services	88,055.94	155,000.00	-66,944.06	56.81%

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
.40100 • Office Supplies				
.40101 • Postage		500.00	-500.00	
.40130 • Office Supplies - general	1,364.93		1,364.93	100.0%
.40131 • Secretary Supplies				
.40140 • Bank Fees	404.91	500.00	-95.09	80.98%
.40150 • Fire House Software	346.26		346.26	100.0%
.40100 • Office Supplies - Other	1,489.29	8,000.00	-6,510.71	18.62%
Total .40100 • Office Supplies	3,605.39	9,000.00	-5,394.61	40.06%
.40200 • Travel Expenses				
.40201 • Convention		500.00	-500.00	
.40203 • Travel	588.80	5,000.00	-4,411.20	11.78%
Total .40200 • Travel Expenses	588.80	5,500.00	-4,911.20	10.71%
.40300 • Subscriptions				
A40302 Community Awareness		500.00	-500.00	
.40301 • Dues / Subscriptions	2,235.80	4,500.00	-2,264.20	49.68%
Total .40300 • Subscriptions	2,235.80	5,000.00	-2,764.20	44.72%
.40400 • Uniforms	7,645.19	7,500.00	145.19	101.94%
.40500 • Public Drills & Inspections				
.40501 • Installation Dinner	1,000.00		1,000.00	100.0%
.40502 • Awards				
.40500 • Public Drills & Inspections - Other		22,500.00	-22,500.00	
Total .40500 • Public Drills & Inspections	1,000.00	22,500.00	-21,500.00	4.44%
.40600 • Election Expense				
.40602 • Public/ Legal Notices		500.00	-500.00	
.40604 • Election Teller		1,000.00	-1,000.00	
Total .40600 • Election Expense		1,500.00	-1,500.00	
.40700 • Consultants				
.40701 • Training	3,945.21	7,000.00	-3,054.79	56.36%
.40703 • Consulting		3,000.00	-3,000.00	
Total .40700 • Consultants	3,945.21	10,000.00	-6,054.79	39.45%
.40800 • Building and Grounds				
.40801 • Fuel, Light, Water	24,875.90	48,000.00	-23,124.10	51.83%
.40804 • Building & Grounds Improvement	25,450.00	35,500.00	-10,050.00	71.69%
.40805 • Building & Grounds Maintenance	69,708.69	72,500.00	-2,791.31	96.15%
.40806 • Maintenance Supplies	3,964.14	8,500.00	-4,535.86	46.64%
Total .40800 • Building and Grounds	123,998.73	164,500.00	-40,501.27	75.38%
.40900 • Fire Apparatus and Equipment				
.40901 • Tech Equipment		10,000.00	-10,000.00	
.40902 • Equipment Repair	38,910.86	80,000.00	-41,089.14	48.64%
.40903 • Gas,Oil, Lubricants	10,198.59	26,500.00	-16,301.41	38.49%
.40904 • Banksville Contract Share	6,650.00	6,650.00		100.0%
.40905 • Medical Supplies	7,273.17	10,000.00	-2,726.83	72.73%
Total .40900 • Fire Apparatus and Equipment	63,032.62	133,150.00	-70,117.38	47.34%
.41000 • Fire Alarm System				
.41001 • Telephones	26,217.77	31,500.00	-5,282.23	83.23%
.41002 • Alarm Maintenance	1,150.23	5,000.00	-3,849.77	23.01%
Total .41000 • Fire Alarm System	27,368.00	36,500.00	-9,132.00	74.98%
.41100 • Hydrant Rentals	33,805.75	34,000.00	-194.25	99.43%
.41200 • Insurance				
.41202 • Public Liability & Prop Damage	63,949.60	65,000.00	-1,050.40	98.38%
.41203 • Insurance - Accident/Sickness				
.41204 • Other Insurance	30,909.64	31,000.00	-90.36	99.71%
Total .41200 • Insurance	94,859.24	96,000.00	-1,140.76	98.81%
.41300 • Legal and Auditing Fees				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
.41301 · Audit Services Rendered	8,500.00	8,500.00		100.0%
.41302 · Legal Fees		9,000.00	-9,000.00	
Total .41300 · Legal and Auditing Fees	8,500.00	17,500.00	-9,000.00	48.57%
Total A3410.4 · Contractual Expenditures	458,640.67	697,650.00	-239,009.33	65.74%
A9025.8 · Local Pension Fund				
.803 · Length Of Service Awards		40,800.00	-40,800.00	
.865 · LOSAP - Admin Fee	4,200.00	4,200.00		100.0%
Total A9025.8 · Local Pension Fund	4,200.00	45,000.00	-40,800.00	9.33%
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	30,663.00	33,000.00	-2,337.00	92.92%
Total A9040.8 · Workers' Compensation	30,663.00	33,000.00	-2,337.00	92.92%
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	697.51	1,000.00	-302.49	69.75%
Total A9050.8 · Unemployment Insurance	697.51	1,000.00	-302.49	69.75%
A9060.8 · Hospital, Medical & Accidnt Ins				
.806 · Medical Exams	6,035.89	25,000.00	-18,964.11	24.14%
Total A9060.8 · Hospital, Medical & Accidnt Ins	6,035.89	25,000.00	-18,964.11	24.14%
A9710.6 · Redemption of Bonds				
.611 · Serial Bond Prin Pyt	385,000.00	385,000.00		100.0%
.670 · Greene County Serial Bond	120,000.00	120,000.00		100.0%
Total A9710.6 · Redemption of Bonds	505,000.00	505,000.00		100.0%
A9710.7 · Interest on Bonds				
.711 · Bond Interest Due	37,200.00	66,700.00	-29,500.00	55.77%
.750 · PCSB Truck Bond Interest		9,648.00	-9,648.00	
.755 · Greene County Bond Interest	5,183.75			
Total A9710.7 · Interest on Bonds	42,383.75	76,348.00	-33,964.25	55.51%
A9901.9 · Transfer to Other Funds				
.904 · Transfer to Fund A from GF		175,000.00	-175,000.00	
.905 · Transfer to Fund B from GF		60,000.00	-60,000.00	
A9901.9 · Transfer to Other Funds - Other		150,000.00	-150,000.00	
Total A9901.9 · Transfer to Other Funds		385,000.00	-385,000.00	
H3410.2 · Fire, Equipment, Capital Outlay				
.231 · Equipment Purchased				
Total H3410.2 · Fire, Equipment, Capital Outlay				
RA9901 · Transfer from Reserve Fund A				
.910 · Transfer to General Fund				
Total RA9901 · Transfer from Reserve Fund A				
Total Expense	1,268,128.70	2,104,698.00	-836,569.30	60.25%
Net Ordinary Income	554,419.57	-149,150.00	703,569.57	-371.72%
Other Income/Expense				
Other Income				
A2665 · Sales of Equipment	6,500.00		6,500.00	100.0%
A2701 · Refunds of Prior Year's Expense	176.39	500.00	-323.61	35.28%
A2706 · Grants from Local Governments				
.50 · LGRMIF Grant				
Total A2706 · Grants from Local Governments				
A3004 · St. Aid, Reorg/Efficiency Grant				
Total Other Income	6,676.39	500.00	6,176.39	1,335.28%
Net Other Income	6,676.39	500.00	6,176.39	1,335.28%
Net Income	561,095.96	-148,650.00	709,745.96	-377.46%

North Castle Fire District #2 Abstract of Claims August 2023		
Check	Claimant	Amount
4896	AAA Emergency Supply Co.	\$ 2,133.61
4897	Adam F. Ross	\$ 1,519.95
4898	Allclean Building Maintenance	\$ 3,600.00
4899	Amazon Capital Services	\$ 1,161.91
4900	Armonk Garage	\$ 700.00
4901	Armonk Hardware Co.	\$ 24.17
4902	Boomers Gardening Inc.	\$ 1,480.00
4903	Bound Tree Medical, LLC	\$ 147.40
4904	Fiscal Advisors & Marketing, Inc.	\$ 1,900.00
4905	Henry Schein, Inc.	\$ 244.14
4906	Hopewell Fire Apparatus Service Co., Inc.	\$ 810.36
4907	Hudson Valley Fire Equipment	\$ 34.22
4908	Jeffrey Koslowsky	\$ 91.84
4909	Joseph McConnell	\$ 1,803.44
4910	Konica Minolta Business Solutions	\$ 38.31
4911	Metrocom Wireless, Inc	\$ 75.00
4912	Mitchell Fuel	\$ 2,444.20
4913	Municipal Emergency Services	\$ 14,527.40
4914	Northeast Radiology, P.C.	\$ 75.00
4915	RBT CPAs	\$ 8,500.00
4916	RICOH USA, Inc	\$ 66.30
4917	RICOH USA, Inc.	\$ 215.00
4918	Starnet Emergency Services, Inc.	\$ 12,579.42
4919	Superior Telephone Systems	\$ 8,818.48
4920	Tire Buys	\$ 1,523.72

North Castle Fire District #2		
Abstract of Claims		
August 2023		
Check	Claimant	Amount
4921	Town of North Castle June Electric \$1,703.69 June Fuel \$698.76 July Fuel \$856.29	\$ 3,258.74
4922	Verizon	\$ 947.23
4923	Verizon Wireless	\$ 162.61
4924	Westchester Health Medical, P.C.	\$ 2,023.32
EFT	Cardmember Service	\$ 559.93
EFT	Crystal Rock LLC	\$ 171.87
EFT	NYS Dept. of Taxation and Finance	\$ 448.96
EFT	Optimum	\$ 204.21
EFT	United States Treasury	\$ 1,750.28
Check Total		Batch Total
29		\$ 74,041.02

**North Castle Fire District #2
Budget Adjustment Request Form**

August 14, 2023

Requestor: Adam Ross, District Treasurer

Action Requested: Budget Transfer

Date of Submission: August 14, 2023

	Line #	Desc	Amount
To:	24	Uniforms	2,500.00
From:	32	Equipment Repair	2,500.00

Justification of Request

Transfer is needed to correct negative variance due to MES uniform purchases

Approval by Board of Fire Commissioners:

Date: _____

First Motion: _____

Date: _____

Second Motion: _____