

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

July 10th, 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

Adam Ross Treasurer

Joseph McConnell Secretary

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

Mariani Gardens Property

- The Town Board has approved thirty-four units to be built on the site.

Airport Campus (formerly MBIA)

- The Board will discuss the development plan for the property at the next Town Board meeting.

Grant Funding

- The Town Board has hired a J. O'Connell grant writer consulting to assist in applying for state and federal funding.

New King Street Battery Storage

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

100 Business Park Proposal

- A proposal is under review for a warehouse building to include athletic facilities.

TREASURER REPORT (attached)

COMMITTEE REPORTS

House – Commissioner Schultz

- Firehouse elevator inspection completed.
- Roofer will inspect the ceiling leak in the Company office.
- Apparatus bay floor replacing the water hose.

Truck – Commissioner Fisher

- Utility 85 will be sent to dealer for recall notice.
- No Seagrave Fire Apparatus update on the new Engine 287.

EMS – Commissioner Lombardi

- Ambulance 51B1 oxygen leaking replacing tank to determine leak cause.
- Ambulance 51B2 pictures sent to Horton Ambulance Company for appraisal and August Board discussion.

CHIEFS REPORT (attached)

The Chief reported during the month of June there were 42 Fire calls, 5 EMS calls and 37 False alarms totaling 84 alarms.

OLD BUSINESS

Inflatable Boats

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to purchase from Defender Industries one Achilles HB-335AX Pro Aluminum Rib inflatable boat with a Mercury 25 HP motor and trailer at a cost of \$13,395.00. All in favor.

-A motion was made by Commissioner Schultz, seconded by Commissioner Dehmer to purchase from Defender Industries one Achilles LSI-290E inflatable boat with an air pump at a cost of \$2,569.99. All in favor.

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to accept Milburn Flooring's proposal #P2321986-1 for the installation of rubber flooring in the firehouse gym at a cost of \$9,995.70. All in favor.

NEW BUSINESS

June Minutes

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to approve the June 12, 2023 Regular Meeting minutes. All in favor.

July Expenses

– A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to approve payment of the July bills totaling \$ 197,464.22. All in favor.

Budget Line Transfer

– A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to approve a budget line transfer of \$175,00.00 from Capital Fund A to Equipment Purchase. All in favor.

Appropriation Increase

– A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to approve a budget line transfer of \$131,900.00 from Unassigned Fund Balance to Equipment Purchase (\$121,900.00) and Building Grounds Improvement (\$10,000.00). All in favor.

– A motion was made by Commissioner Lombardi, seconded by Commissioner Dehmer to approve a budget line transfer of \$16,500.00 from Unassigned Fund Balance to Telephones. All in favor.

Chevrolet Tahoe Purchase

– A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to purchase a 2023 Chevrolet Tahoe SSV from Cruisers Division, Mamaroneck, NY under NYS contract price of \$77,189.00. All in favor.

District Conference Room AV Equipment

– A motion was made by Commissioner Lombardi, seconded by Commissioner Fisher to purchase a TV monitor for the District conference room at a cost not to exceed \$1,000.00. All in favor

Apparatus Drivers

– A motion was made by Schultz, seconded by Commissioner Lombardi to approve Robert Ferrari as a 51B1 Driver. All in favor.

– The Board determined Robert Mann required additional training on Ambulance 51B1 before being approved as a vehicle driver.

Laptop Purchase

– A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to purchase a Chrome Book at a cost of \$199.00. All in favor.

Training Material

– The Board approved the Chief's purchase of three Firefighter 1 "Essentials of Fire Fighting 7th Edition" class books at a cost of \$95.00 each.

Bail Out Mats

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to purchase one bail out mat at a cost of \$900.00. All in favor.

Mt. Kisco Fire Department Parade

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to allow the Fire Company to bring Engine 286, Utility 82 and an ambulance to the July 14th Mt. Kisco Fire Department Parade. All in favor.

Mt. Kisco Fire Department Parade

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to allow the Fire Chief to bring Rescue 85 to the WC Training Center on July 22nd from 0800 hrs. to 1400 hrs. for an extrication class. All in favor.

Ladies Locker Room

-The Board agreed to remove the locker room door lock to allow emergency access to the space.

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

Sincerely,

Joseph P. McConnell
Fire District Secretary

Correspondence:

-Fully.com email for furniture donation to the Armonk Fire Company

Chief's Report to Board of Fire Commissioners

July 2023

Calls:

During the month of June there were 42 fire calls and 55 EMS calls for a total of 97 alarms, there were 37 false alarms.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 32,030

2022: 13,291

2023: 121,069

Friday July 14th is the Mt. Kisco parade, I would like to ask the board for approval to take E286, Utility 82 and maybe an Ambulance if we have enough people.

I also would like to ask the board for permission to take Rescue 85 to the training center on Saturday July 22nd from 0800hrs to 1400hrs for an extrication class a few of our members are taking.

Car 2021 needs new tires and new windshield wiper blades, also probably by the end of this week or sometime next week will need service and an oil change.

Equipment:

Nothing to report.

Firehouse:

I would like to ask the board to get at least 3 new Firefighter 1 class books for whenever one or more than one of our new members take the class, the ones we have

are too old and beat up and I think we are down to one if any, the book is Essentials of Fire fighting 7th Edition, each book costs \$95 from the IFSTA website, paperwork is attached.

Some of the new classes like Fire Officer 1 class now requires the students to have and bring a laptop to class, the way the class works is as the students are sitting in class and the teacher is asking them questions and stuff, the students have to answer his questions right there in the computer, I would like to ask the board to consider purchasing a Chromebook for classes/ schooling of Officers and possibly members, the Chromebook I'm recommending is only \$195 from amazon, paperwork is attached.

Robert Mann has completed all his driving requirements on 51-B1, I would like to recommend Robert as a driver for ambulance 51-B1, paperwork is attached.

Robert Ferrari has completed all his driving requirements on 51-B1, I would like to recommend Bobby as a driver for ambulance 51-B, paperwork is attached.

Respectfully Submitted,

- Chief Cano

Treasurer's Report

July 10, 2023

Final Payment Batch for June:	\$209,069	Up \$125,976 from 2022 or 152%
Total Deposits for June:	\$0	
Number of check payments:	31	
Number of EFT payments:	6	

- 2022 Financial Audit complete; Received financials, waiting on board report
- Appropriation Request - Telephones
- Accounts to monitor
 - Equipment
 - Medical Supplies
 - Fuel, Light, Water
 - Building/Grounds Maintenance
 - Telephones

North Castle Fire District #2
Abstract of Claims
July 2023

Check	Claimant	Amount
4866	AAA Emergency Supply Co.	\$ 420.00
4867	Adam F. Ross	\$ 1,557.85
4868	Allclean Building Maintenance	\$ 3,600.00
4869	Amazon Capital Services	\$ 2,709.97
4870	Armonk Garage	\$ 1,050.00
4871	Armonk Hardware Co.	\$ 10.88
4872	Armonk Independent Fire Company, Inc.	\$ 151,613.81
4873	Assoc. of Fire Districts Westchester Co.	\$ 400.00
4874	Better Water Well Systems, Inc.	\$ 894.00
4875	Bound Tree Medical, LLC	\$ 513.87
4876	Electric Snake & Drain Service Inc.	\$ 250.00
4877	Hopewell Fire Apparatus Service Co., Inc.	\$ 1,674.71
4878	Joseph McConnell	\$ 1,766.59
4879	Kinsley Group, Inc.	\$ 320.00
4880	Konica Minolta Business Solutions	\$ 12.00
4881	Mega Solutions, LLC	\$ 654.54
4882	Mt. Kisco Truck & Auto Parts	\$ 243.48
4883	Municipal Emergency Services	\$ 210.00
4884	NYS Unemployment Insurance	\$ 74.70
4885	Quality Elevator Inspection Inc.	\$ 375.00
4886	RICOH USA, Inc.	\$ 215.00
4887	Starnet Emergency Services, Inc.	\$ 12,579.42
4888	Superior Telephone Systems	\$ 8,137.20
4889	Tire Buys	\$ 351.76
4890	Town of North Castle (\$847.08 Gas; \$1,211.59 Electric)	\$ 2,058.67
4891	US Postal Service	\$ 294.00

North Castle Fire District #2
Abstract of Claims
July 2023

Check	Claimant	Amount
4892	Verizon	\$ 937.46
4893	Verizon Wireless	\$ 162.61
4894	Westchester Health Medical, P.C.	\$ 1,002.00
EFT	Cardmember Service	\$ 842.68
EFT	Crystal Rock LLC	\$ 125.40
EFT	NYS Dept. of Taxation and Finance	\$ 438.96
EFT	Optimum	\$ 217.38
EFT	United States Treasury	\$ 1,750.28
Check Total		Batch Total
29		\$ 197,464.22

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

	Jan - Jun 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	426.27		426.27	100.0%
RB2401 - Interest Earned - Res Fund B	4,685.54		4,685.54	100.0%
TA50 - Foreign Fire Ins 2% Monies				
TA50.1 - 2% Monies				
TA50.2 - Foreign Insurance Rec'd				
Total TA50 - Foreign Fire Ins 2% Monies				
Total Income	1,821,442.35	1,955,548.00	-134,105.65	93.14%
Gross Profit				
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	16,050.00	32,100.00	-16,050.00	50.0%
.111 - FICA	2,451.83	6,300.00	-3,848.17	38.92%
.112 - Federal Withholding Tax				
.113 - State Tax				
.120 - Secretary	14,499.98	29,000.00	-14,500.02	50.0%
.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	34,501.81	87,300.00	-52,798.19	39.52%
A3410.2 - Equipment				
.230 - Equipment Purchased	61,470.37	112,500.00	-51,029.63	54.64%
Total A3410.2 - Equipment	61,470.37	112,500.00	-51,029.63	54.64%
A3410.4 - Contractual Expenditures				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
.40050 · EMT Services	75,476.52	155,000.00	-79,523.48	48.7%
.40100 · Office Supplies				
.40101 · Postage		500.00	-500.00	
.40130 · Office Supplies - general	1,012.83		1,012.83	100.0%
.40131 · Secretary Supplies				
.40140 · Bank Fees	352.40	500.00	-147.60	70.48%
.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	3,200.78	9,000.00	-5,799.22	35.56%
.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	2,201.40	4,500.00	-2,298.60	48.92%
Total .40300 · Subscriptions	2,201.40	5,000.00	-2,798.60	44.03%
.40400 · Uniforms	1,520.19	7,500.00	-5,979.81	20.27%
.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	3,651.39	7,000.00	-3,348.61	52.16%
.40703 · Consulting		3,000.00	-3,000.00	
Total .40700 · Consultants	3,651.39	10,000.00	-6,348.61	36.51%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	21,445.29	48,000.00	-26,554.71	44.68%
.40804 · Building & Grounds Improvement	25,450.00	25,500.00	-50.00	99.8%
.40805 · Building & Grounds Maintenance	64,272.79	72,500.00	-8,227.21	88.65%
.40806 · Maintenance Supplies	3,477.36	8,500.00	-5,022.64	40.91%
Total .40800 · Building and Grounds	114,645.44	154,500.00	-39,854.56	74.2%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment		10,000.00	-10,000.00	
.40902 · Equipment Repair	35,334.06	80,000.00	-44,665.94	44.17%
.40903 · Gas,Oil, Lubricants	7,754.39	26,500.00	-18,745.61	29.26%
.40904 · Banksville Contract Share	6,650.00	6,650.00		100.0%
.40905 · Medical Supplies	6,881.63	10,000.00	-3,118.37	68.82%
Total .40900 · Fire Apparatus and Equipment	56,620.08	133,150.00	-76,529.92	42.52%
.41000 · Fire Alarm System				
.41001 · Telephones	16,072.07	15,000.00	1,072.07	107.15%
.41002 · Alarm Maintenance	1,150.23	5,000.00	-3,849.77	23.01%
Total .41000 · Fire Alarm System	17,222.30	20,000.00	-2,777.70	86.11%
.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%

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

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Total .41200 • Insurance	94,859.24	96,000.00	-1,140.76	98.81%
.41300 • Legal and Auditing Fees				
.41301 • Audit Services Rendered	8,500.00	8,500.00	0.00	
.41302 • Legal Fees	9,000.00	9,000.00	0.00	
Total .41300 • Legal and Auditing Fees	<u>17,500.00</u>	<u>17,500.00</u>	<u>-17,500.00</u>	
Total A3410.4 • Contractual Expenditures	404,791.89	671,150.00	-266,358.11	60.31%
A9025.8 • Local Pension Fund				
.803 • Length Of Service Awards	40,800.00	40,800.00	0.00	
.865 • LOSAP - Admin Fee	4,200.00	4,200.00	0.00	100.0%
Total A9025.8 • Local Pension Fund	<u>42,000.00</u>	<u>45,000.00</u>	<u>-40,800.00</u>	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	<u>30,663.00</u>	<u>33,000.00</u>	<u>-2,337.00</u>	92.92%
A9050.8 • Unemployment Insurance				
.811 • Unemployment Taxes	411.23	1,000.00	-588.77	41.12%
Total A9050.8 • Unemployment Insurance	<u>411.23</u>	<u>1,000.00</u>	<u>-588.77</u>	41.12%
A9060.8 • Hospital, Medical & Accident Ins				
.806 • Medical Exams	3,937.57	25,000.00	-21,062.43	15.75%
Total A9060.8 • Hospital, Medical & Accident Ins	<u>3,937.57</u>	<u>25,000.00</u>	<u>-21,062.43</u>	15.75%
A9710.6 • Redemption of Bonds				
.611 • Serial Bond Prin Pyt	385,000.00	385,000.00	0.00	100.0%
.670 • Greene County Serial Bond	120,000.00	120,000.00	0.00	100.0%
Total A9710.6 • Redemption of Bonds	<u>505,000.00</u>	<u>505,000.00</u>	<u>0.00</u>	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	0.00	
.755 • Greene County Bond Interest	5,183.75	5,183.75	0.00	
Total A9710.7 • Interest on Bonds	<u>42,383.75</u>	<u>76,348.00</u>	<u>-33,964.25</u>	55.51%
A9901.9 • Transfer to Other Funds				
.904 • Transfer to Fund A from GF	175,000.00	175,000.00	0.00	
.905 • Transfer to Fund B from GF	60,000.00	60,000.00	0.00	
A9901.9 • Transfer to Other Funds - Other	150,000.00	150,000.00	0.00	
Total A9901.9 • Transfer to Other Funds	<u>385,000.00</u>	<u>-385,000.00</u>		
H3410.2 • Fire, Equipment, Capital Outlay				
.231 • Equipment Purchased	96,935.60	96,935.60	0.00	100.0%
Total H3410.2 • Fire, Equipment, Capital Outlay	<u>96,935.60</u>	<u>96,935.60</u>		100.0%
RA9901 • Transfer from Reserve Fund A				
.910 • Transfer to General Fund	1,186,669.27	1,186,669.27	0.00	
Total RA9901 • Transfer from Reserve Fund A	<u>1,186,669.27</u>	<u>1,186,669.27</u>		
Total Expense	1,186,669.27	1,956,298.00	-769,628.73	60.66%
Net Ordinary Income	634,773.08	-750.00	635,523.08	-84,636.41%
Other Income/Expense				
Other Income				
A2665 • Sales of Equipment	6,500.00	6,500.00	0.00	100.0%
A2701 • Refunds of Prior Year's Expense	44.82	500.00	-455.18	8.96%
A2706 • Grants from Local Governments				
.50 • LGRMF Grant	6,544.82	6,544.82	0.00	100.0%
Total A2706 • Grants from Local Governments	<u>6,544.82</u>	<u>6,544.82</u>	<u>0.00</u>	
A3004 • St. Aid, Reorg/Efficiency Grant	641,317.90	641,317.90	0.00	100.0%
Total Other Income	6,544.82	500.00	6,044.82	1,308.96%
Net Other Income	6,544.82	500.00	6,044.82	1,308.96%
	<u>641,317.90</u>	<u>-250.00</u>	<u>641,567.90</u>	<u>-256,527.16%</u>

North Castle Fire District #2
Appropriation Increase Request Form

July 10, 2023

Requestor: Adam Ross, District Treasurer

Action Requested: Appropriation Increase

Date of Submission: July 10, 2023

	Line #	Desc	Amount
To:	35	Telephones	16,500.00
From:		Unassigned Fund Balance	16,500.00

Justification of Request

Additional appropriations are needed to cover the cost of the telephone system upgrade.

Approval by Board of Fire Commissioners:

Date: _____

First Motion: _____

Date: _____

Second Motion: _____