

## **MINUTES OF THE REGULAR MEETING**

### **BOARD OF FIRE COMMISSIONERS**

#### **NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY**

**December 11<sup>th</sup>, 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
Douglas Ross	Commissioner
Edwin Schultz	Commissioner
Adam Ross	Treasurer

#### **PUBLIC COMMENT**

None

#### **TREASURER REPORT (attached)**

#### **COMMITTEE REPORTS**

House – Commissioner Fisher

- The new Johnson Fitwell gym equipment was delivered, installed, and is now in service.
- Calculated Fire Protection Co., Inc. preformed the annual inspection of the fire suppression system on November 21, 2023.
- Westchester Septic Tank Service, Inc. emptied 3,400 gallons from the fire station septic tank and valve box on November 20, 2023.

Truck – Commissioner Fisher

- The Polaris ATV was serviced and repaired by Hermans Performance.

EMS – Commissioner Lombardi

- The new General Electric automated blood pressure monitoring machine is now in use on 51B3.

### **CHIEFS REPORT (attached)**

The Chief reported during the month of November there were 42 Fire calls, 59 EMS calls and 27 False alarms for a total of 128 alarms.

### **OLD BUSINESS**

No business discussed.

### **Communications**

None

### **NEW BUSINESS**

#### ***November Minutes***

– A motion was made by Commissioner Ross, seconded by Commissioner Schultz to approve the minutes for the November 13, 2023 Regular Meeting. All in favor.

#### ***Budget Line Transfer***

– A motion was made by Commissioner Lombardi, seconded by Commissioner Ross to approve a budget transfer of \$66,500.00 from the “Transfer to Other Funds” (A9901.9) to the following accounts:

- Equipment - \$50,000.00
- Medical Exams - \$5,000.00
- Medical Supplies - \$7,500.00
- Training - \$1,500.00
- Dues/Subscription - \$2,000.00
- Other Insurance - \$500.00

#### ***December Expenses***

– A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to approve payment of 41 checks and 4 wire transfers totaling \$174,419.25. All in favor.

#### ***Bookeo Software***

– A motion was made by Commissioner Schultz, seconded by Commissioner Ross to approve the subscription of Bookeo software for Community CPR class enrollment. All in favor.

#### ***Hometown LOSAP Contract Renewal***

– A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to approve the renewal of the Hometown contract for the 2024 LOSAP Administration. All in favor

#### ***North Castle Fire District No. 2 social media Policy***

– A motion was made by Commissioner Schultz, seconded by Commissioner Ross to adopt the proposed Social Media Policy for the District (attached). All in favor.

***2024 Board of Fire Commissioners Regular Meeting Schedule***

-The Board reviewed the proposed 2024 meeting schedule to be approved at the January Organizational Meeting.

***Turnout Gear***

– A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to purchase new turnout gear for Firefighters Bruce Wuebber, Mike Nezaj, and Brendon Molloy. All in favor.

***I Am Responding Apparatus Bay Monitor***

-A motion was made by Commissioner Schultz, seconded by Commissioner Ross to purchase a TV for displaying IAR calls at a cost not to exceed \$500.00. All in favor.

***Apparatus Drivers***

-A motion was made by Schultz, seconded by Commissioner Ross to approve Bruce Wuebber as driver for all three (3) ambulances, Rescue 85, Tanker 9, Engines 286,287, 289 and Utility 82 All in favor.

***Executive Session***

-A motion was made by Schultz, seconded by Commissioner Lombardi to enter into executive session to discuss matters relating to personnel at 8:02 PM. All in favor.

-A motion was made by Lombardi, seconded by Commissioner Dehmer to exit executive session at 8:24 PM. All in favor.

***Social Room Kitchen Stove***

-Commissioner Schultz and FF DiVitto will investigate options for replacing the second-floor social room kitchen stove and present options to the Board at the January Regular Meeting.

There being no further business to transact, a motion was made by Commissioner Lombardi, seconded by Commissioner Ross adjourned the meeting at 8:34 PM.

Sincerely,

Adam Ross  
Fire District Treasurer

# Chief's Report to Board of Fire Commissioners

## December 2023

### Calls:

During the month of November there were 42 fire calls and 59 EMS calls for a total of 101 alarms, there were 27 false alarms.

### Apparatus:

The mileage on the Chief cars are as follows:

2021: 36,438

2022: 18,182

2023: 125,033

### Equipment:

I would like the Board to approve 3 more sets of gear, we don't have gear for Bruce and there will be two more guys finishing FF1 class and will need gear

### Firehouse:

A personnel issue has been brought to my attention on a matter which requires discussion with the Board Of Fire Commissioners.

Bruce Wuebber has completed all his driving requirements for all 3 ambulances, Rescue 85, Tanker 9, Engines 286,287,288 and Utility 82, I would like to recommend Bruce as a driver for all apparatus, all paperwork is attached.

I would like to wish the Board a very Merry Christmas and a prosperous New Year.

Respectfully Submitted,

- Chief Cano

# Treasurer's Report

December 11, 2023

Final Payment Batch for November:	\$69,827	Down \$14,137 from 2022
Total Deposits for November:	\$0	
Number of check payments:	36	
Number of EFT payments:	6	

- A draft of the fund balance policy for the district was distributed during November's meeting. Any suggested changes should be circulated in order to be reviewed and approved for January's organizational meeting.
- After a call with Securitas, it was confirmed that the district's old account was never removed and thus double charged as suspected. We are waiting for final adjustments/credits to the account.
- The district received a notification from the IRS that an adjusted quarterly return must be submitted for Q4 2023 and all fees and interest must be paid. I recommend filing and remitting payment for this return while attempting to receive a credit moving forward.

North Castle Fire District #2  
Budget Transfer Request Form

December 11 2023

**Requestor:** Adam Ross, District Treasurer

**Action Requested:** Budget Transfer

**Date of Submission:** December 11 2023

	Line #	Account	Desc	Amount
<b>To:</b>	3	A3410.230	Equipment	50,000.00
	7	A9060.806	Medical Exams	5,000.00
	8	A3410.40905	Medical Supplies	7,500.00
	21	A3410.40701	Training	1,500.00
	23	A3410.40300	Dues/Subscriptions	2,000.00
	37	A3410.41204	Other Insurance	500.00
<b>From:</b>	42	A9901.9	Transfer to Other Funds	66,500.00

Justification of Request

Transferring funds from 2024 Appropriated to fund various expenses

Approval by Board of Fire Commissioners:

Date: \_\_\_\_\_

First Motion: \_\_\_\_\_

Date: \_\_\_\_\_

Second Motion: \_\_\_\_\_

## North Castle Fire District #2

### Abstract of Claims

December 2023

Check	Claimant	Amount
5032	AAA Emergency Supply Co.	\$ 804.00
5033	Adam F. Ross	\$ 1,515.36
5034	Allclean Building Maintenance	\$ 3,200.00
5035	Amazon Capital Services	\$ 736.87
5036	Assoc. of Fire Districts of NYS	\$ 500.00
5037	Better Water Well Systems, Inc.	\$ 878.00
5038	Boomers Gardening Inc.	\$ 1,005.00
5039	Bound Tree Medical, LLC	\$ 333.10
5040	C&R Medical, Inc.	\$ 1,730.00
5041	Calculated Fire Protection Co., Inc.	\$ 655.00
5042	CLEARFLY	\$ 130.64
5043	Dawn Cano	\$ 100.00
5044	Henry Schein, Inc.	\$ 618.06
5045	Hermans Performance	\$ 1,024.42
5046	Hometown Benefits, Inc.	\$ 4,675.00
5047	Hopewell Fire Apparatus Service Co., Inc.	\$ 2,911.28
5048	Hubbinette-Cowell Associates, Inc.	\$ 473.00
5049	James Publishing	\$ 170.00
5050	Joseph McConnell	\$ 1,785.01
5051	Konica Minolta Business Solutions	\$ 12.00
5052	Lynda A. Fisher	\$ 100.00
5053	Mt. Kisco Truck & Auto Parts	\$ 160.74
5054	Municipal Emergency Services	\$ 11,519.36
5055	NY State Industries for the Disabled, Inc	\$ 1,745.00



North Castle Fire District #2		
Abstract of Claims		
December 2023		
Check	Claimant	Amount
5056	Paul Burns	\$ 100.00
5057	Prodigy EMS, Inc.	\$ 1,960.00
5058	Quality & Assurance Tech Corp.	\$ 4,989.88
5059	Richard Blackley	\$ 2,850.00
5060	RICOH USA, Inc	\$ 5.00
5061	RICOH USA, Inc.	\$ 215.00
5062	Rosary Schultz	\$ 100.00
5063	Starnet Emergency Services, Inc.	\$ 12,579.42
5064	Suburban Carting Co.	\$ 60.95
5065	Susan Macellaro	\$ 692.62
5066	Town Center Pharmacy	\$ 89.99
5067	Town of North Castle November Fuel	\$ 762.55
5068	Town of North Castle Service Award Trust	\$ 40,800.00
5069	Verizon	\$ 342.23
5070	Verizon Wireless	\$ 162.61
5071	Westchester Health Medical, P.C.	\$ 6,465.64
5072	Westchester Septic Tank Service, Inc	\$ 1,400.00
5073	Town of North Castle Fire Dist. Reserve B	\$ 60,000.00
EFT	Con Edison	\$ 1,537.00
EFT	NYS Dept. of Taxation and Finance	\$ 603.96
EFT	Optimum	\$ 210.53
EFT	United States Treasury	\$ 1,710.03
Check Total		Batch Total
41		\$ 174,419.25



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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	1,785,298.00	1,785,298.00	0.00	100.0%
Total A1001 - Real Property Taxes	1,785,298.00	1,785,298.00	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	2,195.18	500.00	1,695.18	439.04%
Total A2401 - Interest and Earnings	2,195.18	500.00	1,695.18	439.04%
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%
A2705 - Gifts and Donations - Other	15,964.99			
Total A2705 - Gifts and Donations	16,564.99	750.00	15,814.99	2,208.67%
A2770 - Other Income				
.999 - Miscellaneous	307.01	0.00	307.01	100.0%
Total A2770 - Other Income	307.01	0.00	307.01	100.0%
A3389 - State Aid, Other Public Safety				
.800 - Grant Monies	5,000.00	0.00	5,000.00	100.0%
Total A3389 - State Aid, Other Public Safety	5,000.00	0.00	5,000.00	100.0%
A5031 - Interfund Transfers				
A5031.2 - Transfer in from General Fund	0.00	0.00	0.00	0.0%
A5031.4 - Transfer in from Reserve Fund A	0.00	0.00	0.00	0.0%
Total A5031 - Interfund Transfers	0.00	0.00	0.00	0.0%
RA2401 - Interest Earned - Res Fund A	855.54	0.00	855.54	100.0%
RB2401 - Interest Earned - Res Fund B	10,026.96	0.00	10,026.96	100.0%
TA50 - Foreign Fire Ins 2% Monies				
TA50.1 - 2% Monies	-151,613.81	0.00	-151,613.81	100.0%
TA50.2 - Foreign Insurance Rec'd	151,613.81	0.00	151,613.81	100.0%
Total TA50 - Foreign Fire Ins 2% Monies	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,844,588.42</b>	<b>1,955,548.00</b>	<b>-110,959.58</b>	<b>94.33%</b>
<b>Gross Profit</b>	<b>1,844,588.42</b>	<b>1,955,548.00</b>	<b>-110,959.58</b>	<b>94.33%</b>
<b>Expense</b>				
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	32,100.00	32,100.00	0.00	100.0%
.111 - FICA	4,903.69	6,300.00	-1,396.31	77.84%
.112 - Federal Withholding Tax	0.00	0.00	0.00	0.0%
.113 - State Tax	0.00	0.00	0.00	0.0%
.120 - Secretary	29,000.00	29,000.00	0.00	100.0%
.130 - Caretaker	0.00	16,900.00	-16,900.00	0.0%
.170 - Temporary				
.101 - Data Entry Clerk	3,000.00	3,000.00	0.00	100.0%
Total .170 - Temporary	3,000.00	3,000.00	0.00	100.0%
Total A3410.1 - Personal Services	69,003.69	87,300.00	-18,296.31	79.04%
A3410.2 - Equipment				
.230 - Equipment Purchased	298,887.83	409,400.00	-110,512.17	73.01%
Total A3410.2 - Equipment	298,887.83	409,400.00	-110,512.17	73.01%
A3410.4 - Contractual Expenditures				

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
.40050 · EMT Services	150,953.04	155,000.00	-4,046.96	97.39%
.40100 · Office Supplies				
.40101 · Postage	70.59	500.00	-429.41	14.12%
.40130 · Office Supplies - general	3,225.19	0.00	3,225.19	100.0%
.40131 · Secretary Supplies	0.00	0.00	0.00	0.0%
.40140 · Bank Fees	439.91	500.00	-60.09	87.98%
.40150 · Fire House Software	346.26	0.00	346.26	100.0%
.40100 · Office Supplies - Other	1,489.29	8,000.00	-6,510.71	18.62%
Total .40100 · Office Supplies	5,571.24	9,000.00	-3,428.76	61.9%
.40200 · Travel Expenses				
.40201 · Convention	0.00	500.00	-500.00	0.0%
.40203 · Travel	597.96	5,000.00	-4,402.04	11.96%
Total .40200 · Travel Expenses	597.96	5,500.00	-4,902.04	10.87%
.40300 · Subscriptions				
A40302 Community Awareness	0.00	500.00	-500.00	0.0%
.40301 · Dues / Subscriptions	5,967.00	4,500.00	1,467.00	132.6%
Total .40300 · Subscriptions	5,967.00	5,000.00	967.00	119.34%
.40400 · Uniforms	9,705.54	10,000.00	-294.46	97.06%
.40500 · Public Drills & Inspections				
.40501 · Installation Dinner	15,652.10	0.00	15,652.10	100.0%
.40502 · Awards	1,858.60	0.00	1,858.60	100.0%
.40500 · Public Drills & Inspections - Other	0.00	22,500.00	-22,500.00	0.0%
Total .40500 · Public Drills & Inspections	17,510.70	22,500.00	-4,989.30	77.83%
.40600 · Election Expense				
.40602 · Public/ Legal Notices	0.00	500.00	-500.00	0.0%
.40604 · Election Teller	800.00	1,000.00	-200.00	80.0%
Total .40600 · Election Expense	800.00	1,500.00	-700.00	53.33%
.40700 · Consultants				
.40701 · Training	7,912.39	7,000.00	912.39	113.03%
.40703 · Consulting	3,100.00	6,100.00	-3,000.00	50.82%
Total .40700 · Consultants	11,012.39	13,100.00	-2,087.61	84.06%
.40800 · Building and Grounds				
.40801 · Fuel, Light, Water	33,749.70	48,000.00	-14,250.30	70.31%
.40804 · Building & Grounds Improvement	34,945.70	35,500.00	-554.30	98.44%
.40805 · Building & Grounds Maintenance	102,870.05	122,500.00	-19,629.95	83.98%
.40806 · Maintenance Supplies	6,655.34	8,500.00	-1,844.66	78.3%
Total .40800 · Building and Grounds	178,220.79	214,500.00	-36,279.21	83.09%
.40900 · Fire Apparatus and Equipment				
.40901 · Tech Equipment	9,557.55	10,000.00	-442.45	95.58%
.40902 · Equipment Repair	69,652.58	77,500.00	-7,847.42	89.87%
.40903 · Gas,Oil, Lubricants	18,728.11	26,500.00	-7,771.89	70.67%
.40904 · Banksville Contract Share	6,650.00	6,650.00	0.00	100.0%
.40905 · Medical Supplies	15,301.59	10,000.00	5,301.59	153.02%
Total .40900 · Fire Apparatus and Equipment	119,889.83	130,650.00	-10,760.17	91.76%
.41000 · Fire Alarm System				
.41001 · Telephones	29,782.17	31,500.00	-1,717.83	94.55%
.41002 · Alarm Maintenance	3,420.51	5,000.00	-1,579.49	68.41%
Total .41000 · Fire Alarm System	33,202.68	36,500.00	-3,297.32	90.97%
.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	0.00	0.00	0.00	0.0%
.41204 · Other Insurance	31,382.64	31,000.00	382.64	101.23%
Total .41200 · Insurance	95,332.24	96,000.00	-667.76	99.3%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
.41300 · Legal and Auditing Fees				
.41301 · Audit Services Rendered	8,500.00	8,500.00	0.00	100.0%
.41302 · Legal Fees	1,787.50	9,000.00	-7,212.50	19.86%
<b>Total .41300 · Legal and Auditing Fees</b>	<b>10,287.50</b>	<b>17,500.00</b>	<b>-7,212.50</b>	<b>58.79%</b>
<b>Total A3410.4 · Contractual Expenditures</b>	<b>672,856.66</b>	<b>750,750.00</b>	<b>-77,893.34</b>	<b>89.63%</b>
A9025.8 · Local Pension Fund				
.803 · Length Of Service Awards	40,800.00	40,800.00	0.00	100.0%
.865 · LOSAP - Admin Fee	4,200.00	4,200.00	0.00	100.0%
<b>Total A9025.8 · Local Pension Fund</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>0.00</b>	<b>100.0%</b>
A9040.8 · Workers' Compensation				
.810 · Workmens Comp	30,663.00	33,000.00	-2,337.00	92.92%
<b>Total A9040.8 · Workers' Compensation</b>	<b>30,663.00</b>	<b>33,000.00</b>	<b>-2,337.00</b>	<b>92.92%</b>
A9050.8 · Unemployment Insurance				
.811 · Unemployment Taxes	697.51	1,000.00	-302.49	69.75%
<b>Total A9050.8 · Unemployment Insurance</b>	<b>697.51</b>	<b>1,000.00</b>	<b>-302.49</b>	<b>69.75%</b>
A9060.8 · Hospital, Medical & Accidnt Ins				
.806 · Medical Exams	16,944.18	25,000.00	-8,055.82	67.78%
<b>Total A9060.8 · Hospital, Medical &amp; Accidnt Ins</b>	<b>16,944.18</b>	<b>25,000.00</b>	<b>-8,055.82</b>	<b>67.78%</b>
A9710.6 · Redemption of Bonds				
.611 · Serial Bond Prin Pyl	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%
<b>Total A9710.6 · Redemption of Bonds</b>	<b>505,000.00</b>	<b>505,000.00</b>	<b>0.00</b>	<b>100.0%</b>
A9710.7 · Interest on Bonds				
.711 · Bond Interest Due	66,700.00	66,700.00	0.00	100.0%
.750 · PCSB Truck Bond Interest	0.00	9,648.00	-9,648.00	0.0%
.755 · Greene County Bond Interest	9,647.50			
<b>Total A9710.7 · Interest on Bonds</b>	<b>76,347.50</b>	<b>76,348.00</b>	<b>-0.50</b>	<b>100.0%</b>
A9901.9 · Transfer to Other Funds				
.904 · Transfer to Fund A from GF	0.00	0.00	0.00	0.0%
.905 · Transfer to Fund B from GF	60,000.00	60,000.00	0.00	100.0%
A9901.9 · Transfer to Other Funds - Other	0.00	100,000.00	-100,000.00	0.0%
<b>Total A9901.9 · Transfer to Other Funds</b>	<b>60,000.00</b>	<b>160,000.00</b>	<b>-100,000.00</b>	<b>37.5%</b>
H3410.2 · Fire, Equipment, Capital Outlay				
.231 · Equipment Purchased	0.00	0.00	0.00	0.0%
<b>Total H3410.2 · Fire, Equipment, Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
RA9901 · Transfer from Reserve Fund A				
.910 · Transfer to General Fund	0.00	0.00	0.00	0.0%
<b>Total RA9901 · Transfer from Reserve Fund A</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,777,774.42</b>	<b>2,107,798.00</b>	<b>-330,023.58</b>	<b>84.34%</b>
<b>Net Ordinary Income</b>	<b>66,814.00</b>	<b>-152,250.00</b>	<b>219,064.00</b>	<b>-43.88%</b>
<b>Other Income/Expense</b>				
Other Income				
A2665 · Sales of Equipment	6,536.00	0.00	6,536.00	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	0.00	0.00	0.00	0.0%
<b>Total A2706 · Grants from Local Governments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
A3004 · St. Aid, Reorg/Efficiency Grant	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>6,712.39</b>	<b>500.00</b>	<b>6,212.39</b>	<b>1,342.48%</b>
<b>Net Other Income</b>	<b>6,712.39</b>	<b>500.00</b>	<b>6,212.39</b>	<b>1,342.48%</b>
<b>Net Income</b>	<b>73,526.39</b>	<b>-151,750.00</b>	<b>225,276.39</b>	<b>-48.45%</b>

## **NORTH CASTLE FIRE DISTRICT 2 SOCIAL MEDIA POLICY**

*The North Castle Fire District 2 acknowledges that use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, the North Castle Fire District 2 embraces the usage of instant technology to that end.*

*This policy establishes the North Castle Fire District 2 social media and instant technology use procedures and protocols which are intended to mitigate associated risks from the use of this technology where possible.*

*This policy applies to all employees of the North Castle Fire District 2, volunteer members of the Armonk Fire Department, consultants and contractors performing business on behalf of the North Castle Fire District 2.*

*For the purposes of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs.*

*All Department/District social media pages shall be approved by the Fire Chief/Board of Fire Commissioners or their designees. All social media content shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.*

*The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. The North Castle Fire District 2 is not responsible for information found on these sources.*

*While on duty for the North Castle Fire District 2, including but not limited to emergency calls, meetings, drills, details, trainings or any other district or departmental function, no photographs, videos, audio recordings or capture by any other means of the events, people, voices or sounds of the activity are permitted unless directed to do so by the Chief or officer in charge.*

*The Fire District understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on North Castle Fire District 2 business (this includes emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval and written consent of the Fire District's Public Information Officer.*

*Under this restriction, members and employees are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate New York State Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members and employees violating this provision of the policy.*

*This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members and employees are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the Fire Department/Fire District, undermines discipline and harmony among co-workers or negatively affects the public perception of the department/District may be sanctioned.*

*As a basic concept of constitutional law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.*

*In that regard, members and employees must follow the following guidelines when discussing the Fire District/Fire Department on Social media Websites:*

- o Do not make any disparaging or false statements or use profane language.*
- o Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.*
- o Make clear that you are expressing your personal opinion and not that of the Fire District/Fire Department.*
- o Do not share confidential or proprietary information.*
- o Do not violate Fire District/Fire Department policies including the Code of Ethics.*
- o Do not display Department or District logos, uniforms or similar identifying items without prior written permission.*
- o Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or employee of the Department or District without prior written permission.*
- o Do not publish any materials that could reasonably be considered to represent the views or positions of the Department or District without authorization.*

*The North Castle Fire District 2 owns the right to all data and files in any owned computer, network, cell phone or other information system. The North Castle Fire District 2 also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Members and employees must be aware that the electronic messages sent and received using North Castle Fire District 2 equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by District and Department Officers at all times. The North Castle Fire District 2 has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.*

*Inappropriate use of the Internet and instant technology while on North Castle Fire District 2/Fire Department business may result in disciplinary actions, up to and including termination as an employee of the Fire District or volunteer member of the Fire Department.*

*North Castle Fire District 2/Department computer equipment is to be used only for Fire District/Department business and purposes in a professional and businesslike manner.*

***Approved by the Board of Fire Commissioners on May 9, 2022***