

**MINUTES OF THE REGULAR MEETING**

**BOARD OF FIRE COMMISSIONERS**

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

**January 8<sup>th</sup>, 2024**

Constituting a quorum ready to transact business, the meeting called to order by Chairman William Fisher at 7:00 p.m. with the following Commissioners attending:

William Fisher	Commissioner
Donald Dehmer	Commissioner
Mario Dushi	Commissioner
Ernie Lombardi	Commissioner
Edwin Schultz	Commissioner
Joseph McConnell	Secretary
Adam Ross	Treasurer

**PUBLIC COMMENT**

Town Councilman Jose Berra

- Toll Brothers has decided not to go forward with the Eagle Ridge development.
- A variance request to the Mariani Gardens development will be on the Town Board January 9<sup>th</sup> Agenda.

**TREASURER REPORT (attached)**

**COMMITTEE REPORTS**

House – Commissioner Schultz

- Firehouse extinguishers inspected in January.
- The firehouse elevator was repaired in December.
- New “I am Responding” monitor installed in apparatus bay.
- Commissioner Dushi to investigate options for replacing the Firehouse front door.

Truck – Commissioner Fisher

- 51B1 and 51B2 completed NYS vehicle inspection.

- New Seagrave Engine 287 delivery end March/early April.
- New Car 2023 rear cabinet installation in January.
- R85 body repair awaiting confirmation from KME on parts delivery.
- Engine 286 light tower repaired, and exterior cabinet doors serviced.

#### EMS – Commissioner Lombardi

- Fire Company has elected Jonny Widder as the next EMS Captain.
- Booked the new online CPR course booking site is online and in use for the public.
- Fire and Town officials meeting with the Bristol January 11, 2024, to discuss EMS response.
- Negotiating firefighter medical test charges with Northern Westchester Hospital.

#### CHIEFS REPORT (attached)

The Chief reported during the month of December there were 41 Fire calls, 55 EMS calls and 30 False alarms for a total of 126 alarms.

#### OLD BUSINESS

No business discussed.

#### Communications

- Stayn'Alive, Inc. letter granting \$5,000.00 to the Fire District for the purchase of fire equipment.
- Leo and Michael Gagliardi 111-member status change to exempt.
- TRC request to inspect 400 Bedford Road for AFFF contamination.

#### NEW BUSINESS

##### ***December Minutes***

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

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

- A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to approve a budget transfer of 4,000.00 from the “EMT Services” (A3410.40050) to “Medical Supplies” (A3410.40905). All in favor.

##### ***January Expenses***

- A motion made by Commissioner Schultz, seconded by Commissioner Dushi to approve payments totaling \$49,220.77. All in favor.

##### ***Fund Balance Policy***

- A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to approve a District Fund Balance Policy (attached). All in favor.

***2024 Election Polling Station***

– A motion made by Commissioner Dushi, seconded by Commissioner Lombardi to the Westchester Board of Election the use 400 Bedford Road as a voter station the 2024 Primary and General Elections. All in favor.

***Lion's Club Donation***

– The Board requested the Secretary send a thank you letter to the Armonk Lion's Club for their donation of an inflatable boat for the Fire Department.

***Cleaning Staff Stipend***

– A motion made by Commissioner Fisher, seconded by Commissioner Lombardi to pay a holiday stipend of \$50.00 each to the two Firehouse cleaning staff. All in favor

***Firehouse Elevator Contract***

– Commissioner Dushi contacted TKE Elevator Corporation for an explanation of the services provided under the proposed 2024 service contract.

***Firehouse Phone System***

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to declare the old NEC phone system obsolete with no declared value. All in favor.

***Lt. Andy Fredericks, FDNY Memorial Seminar***

-A motion made by Schultz, seconded by Commissioner Dushi to approve up to ten members attending the Lt. Andy Fredericks, FDNY Memorial Seminar, February 6, 2024, at a cost of \$40.00 per person. All in favor.

***Executive Session***

-A motion made by Lombardi, seconded by Commissioner Schultz to enter executive session to discuss personnel matters at 9:31 PM. All in favor.

-A motion made by Lombardi, seconded by Commissioner Dushi to exit executive session at 9:52 PM. All in favor.

There being no further business to transact, a motion made by Commissioner Fisher, seconded by Commissioner Dushi adjourned the meeting at 9:53 PM.

Sincerely,

Joseph P. McConnell  
Fire District Secretary

# Treasurer's Report

January 8, 2024

Final Payment Batch for December:	\$176,935
Total Deposits for December:	\$0
Number of check payments:	43
Number of EFT payments:	5

- **Fund Balance Policy:** An updated copy of the proposed district policy will be distributed for review prior to adoption.
- **IRS/Payroll Update:** The district received a letter from the IRS requesting a signed copy of the 2022 Q4 941 form. The form was mailed to the IRS in December.
- **NYS-LGRMIF Grant Project Update:** All invoices for the project were processed and paid. The district should be receiving the balance of \$11,230 from New York State. *(\$23.7k received on 11/29/22)*

North Castle Fire District #2		
Abstract of Claims		
January 2024		
Check	Claimant	Amount
5075	AAA Emergency Supply Co.	\$ 256.70
5076	Adam F. Ross	\$ 1,905.93
5077	Allclean Building Maintenance	\$ 4,000.00
5078	Amazon Capital Services	\$ 478.68
5079	Amore Pizzeria	\$ 18.90
5080	Armonk Hardware Co.	\$ 27.86
5081	Better Water Well Systems, Inc.	\$ 439.00
5082	Boomers Gardening Inc.	\$ 200.00
5083	Bound Tree Medical, LLC	\$ 385.29
5084	CLEARFLY	\$ 130.59
5085	Henry Schein, Inc.	\$ 613.94
5086	Hopewell Fire Apparatus Service Co., Inc.	\$ 1,033.26
5087	Jonathan Widder	\$ 350.00
5088	Joseph McConnell	\$ 1,840.22
5089	Konica Minolta Business Solutions	\$ 12.00
5090	Kornfeld,Rew,Newman & Simeone	\$ 3,904.94
5091	Metrocom Wireless, Inc	\$ 72.48
5092	Municipal Emergency Services	\$ 1,614.00
5093	Network and Software Solutions, Inc.	\$ 3,903.50
5094	Northeast Radiology, P.C.	\$ 75.00
5095	Northwell Health Laboratories	\$ 28.73
5096	RICOH USA, Inc	\$ 141.95
5097	RICOH USA, Inc.	\$ 215.00
5098	Securitas Technology Corporation	\$ 1,135.14

North Castle Fire District #2		
Abstract of Claims		
January 2024		
Check	Claimant	Amount
5099	Standard Security Life Insurance Co.	\$ 260.53
5100	Starnet Emergency Services, Inc.	\$ 12,749.60
5101	Stryker Sales, LLC	\$ 2,400.76
5102	Tire Buys	\$ 913.84
5103	Town of North Castle      November Electric	\$ 1,635.83
5104	Truewerk	\$ 202.30
5105	Verizon	\$ 342.38
5106	Verizon Wireless	\$ 162.61
EFT	Con Edison	\$ 3,254.64
EFT	Crystal Rock LLC	\$ 183.33
EFT	NYS Dept. of Taxation and Finance	\$ 409.52
EFT	United States Treasury	\$ 1,506.99
EFT	Cardmember Services	\$ 2,415.33
Check Total		Batch Total
37		\$ 49,220.77

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

Ordinary Income/Expense	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<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	2,621.63	500.00	2,121.63	524.33%
Total A2401 - Interest and Earnings	2,621.63	500.00	2,121.63	524.33%
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	1,026.73	0.00	1,026.73	100.0%
RB2401 - Interest Earned - Res Fund B	12,217.40	0.00	12,217.40	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>1,047,376.50</b>	<b>1,955,548.00</b>	<b>-108,171.50</b>	<b>94.47%</b>
<b>Gross Profit</b>	<b>1,847,376.50</b>	<b>1,955,548.00</b>	<b>-108,171.50</b>	<b>94.47%</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	302,883.97	459,400.00	-156,516.03	65.93%
Total A3410.2 - Equipment	302,883.97	459,400.00	-156,516.03	65.93%
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	3,499.20	0.00	3,499.20	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	732.26	0.00	732.26	100.0%
.40100 • Office Supplies - Other	1,508.19	8,000.00	-6,491.81	18.85%
Total .40100 • Office Supplies	6,250.15	9,000.00	-2,749.85	69.45%
.40200 • Travel Expenses				
.40201 • Convention	0.00	500.00	-500.00	0.0%
.40203 • Travel	1,045.66	5,000.00	-3,954.34	20.91%
Total .40200 • Travel Expenses	1,045.66	5,500.00	-4,454.34	19.01%
.40300 • Subscriptions				
.40302 Community Awareness	0.00	500.00	-500.00	0.0%
.40301 • Dues / Subscriptions	6,317.56	6,500.00	-182.44	97.19%
Total .40300 • Subscriptions	6,317.56	7,000.00	-682.44	90.25%
.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	900.00	1,000.00	-100.00	90.0%
Total .40600 • Election Expense	900.00	1,500.00	-600.00	60.0%
.40700 • Consultants				
.40701 • Training	8,262.39	8,500.00	-237.61	97.21%
.40703 • Consulting	3,100.00	4,800.00	-1,800.00	63.27%
Total .40700 • Consultants	11,362.39	13,400.00	-2,037.61	84.79%
.40800 • Building and Grounds				
.40801 • Fuel, Light, Water	38,823.50	48,000.00	-9,176.50	80.88%
.40804 • Building & Grounds Improvement	34,945.70	35,500.00	-554.30	98.44%
.40805 • Building & Grounds Maintenance	106,394.77	122,500.00	-16,105.23	86.85%
.40806 • Maintenance Supplies	6,914.06	8,500.00	-1,585.04	81.35%
Total .40800 • Building and Grounds	187,078.93	214,500.00	-27,421.07	87.22%
.40900 • Fire Apparatus and Equipment				
.40901 • Tech Equipment	9,557.55	10,000.00	-442.45	95.58%
.40902 • Equipment Repair	75,290.66	77,500.00	-2,209.34	97.15%
.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	18,743.57	17,500.00	1,243.57	107.11%
Total .40900 • Fire Apparatus and Equipment	128,969.89	138,150.00	-9,180.11	93.36%
.41000 • Fire Alarm System				
.41001 • Telephones	30,287.16	31,500.00	-1,212.84	96.15%
.41002 • Alarm Maintenance	4,570.74	5,000.00	-429.26	91.42%
Total .41000 • Fire Alarm System	34,857.90	36,500.00	-1,642.10	95.5%
.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	31,500.00	-117.36	99.63%
Total .41200 • Insurance	95,332.24	96,500.00	-1,167.76	98.79%



**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	5,692.44	9,000.00	-3,307.56	63.25%
Total .41300 • Legal and Auditing Fees	14,192.44	17,500.00	-3,307.56	81.1%
Total A3410.4 • Contractual Expenditures	698,262.19	761,050.00	-62,767.81	91.75%
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%
Total A9025.8 • Local Pension Fund	45,000.00	45,000.00	0.00	100.0%
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 & Accident Ins				
.806 • Medical Exams	17,047.91	30,000.00	-12,952.09	56.83%
Total A9060.8 • Hospital, Medical & Accident Ins	17,047.91	30,000.00	-12,952.09	56.83%
A9710.6 • Redemption of Bonds				
.611 • Serial Bond Prin Pymt	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	505,000.00	505,000.00	0.00	100.0%
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			
Total A9710.7 • Interest on Bonds	76,347.50	76,348.00	-0.50	100.0%
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%
Total A9901.9 • Transfer to Other Funds	60,000.00	160,000.00	-100,000.00	37.5%
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%
RA9901 • Transfer from Reserve Fund A				
.910 • Transfer to General Fund	0.00	0.00	0.00	0.0%
Total RA9901 • Transfer from Reserve Fund A	0.00	0.00	0.00	0.0%
Total Expense	1,807,299.82	2,173,098.00	-365,798.18	83.17%
Net Ordinary Income	40,076.68	-217,550.00	257,626.68	-18.42%
Other Income/Expense				
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%
Total A2706 • Grants from Local Governments	0.00	0.00	0.00	0.0%
A3004 • St. Aid, Reorg/Efficiency Grant	0.00	0.00	0.00	0.0%
Total Other Income	6,712.39	500.00	6,212.39	1,342.48%
Net Other Income	6,712.39	500.00	6,212.39	1,342.48%
Net Income	46,789.07	-217,050.00	263,839.07	-21.56%

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

January 8 2024

**Requestor:** Adam Ross, District Treasurer

**Action Requested:** Budget Transfer

**Date of Submission:** January 8 2024

	Line #	Account	Desc	Amount
To:	8	A3410.40905	Medical Supplies	4,000.00
From:	2	A3410.40050	EMT Services	4,000.00

**Justification of Request**

Transferring funds to meet current obligations for 2023

Approval by Board of Fire Commissioners:

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

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

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

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

# Chief's Report to Board of Fire Commissioners

## January 2024

### Calls:

During the month of December there were 41 fire calls and 55 EMS calls for a total of 96 alarms, there were 30 false alarms.

### Apparatus:

The mileage on the Chief cars are as follows:

2021: 37,265

2022: 19,212

2023: 125,788

Car 2023 needs service, also it needs tires, if you are planning on keeping this car then I would suggest to get new tires for it.

### Equipment:

I would like to ask the Board to purchase two (2) Zip's Chain Assembly with Cradle Grab Hooks-Grade 100. Also, two (2) All-Grip J Hook Long w/Ring link G70, this set up is to be use for Car accidents, one example would be, where, we want to secure a car off the road to let say the Rescue while helping the driver or any other occupant out of the vehicle and the use of Paratech struts would be too much or just not necessary for what we need to accomplish. Paperwork is attached.

Stayin' Alive Grant Check came in and I would like the board to order the following.

From Rescue Products International, Inc.

- two (2) MARSARS 300' Ice Rescue Reels from

From MES

- four (4) Industrial Scientific Tango TX1 Single Gas Detector CO.  
One (1) CalCup and tubing kit  
One (1) Cylinder, 100ppm Carbon Monoxide, 34L  
One (1) Calibration Equipment 34L Regulator

From FirePenny

- Ready Rack Mobil Hose Dryer

All paperwork is attached

## Firehouse:

Stayin' Alive will be feature on Inside Armonk Magazine, and they would like to come to the firehouse to take pictures, the person in charge of this is the same person that produce/made the video (some scenes were shoot here at FH) from years ago that tells the story of how and why Stayin' Alive was created. They will be here on Tuesday 1/16/24 from 9:30-10:30 am.

I would like to ask the Board to replace the old tool box in the utility room, the one we have is very, very old and has nothing that we can actually use, we would like the board to allocate \$1,000 to replace it and to purchase several tools for it. To start, I would like the Board to purchase a new U.S. General Roll Cab 27 in. x 22 in. from Harbor Freight in White Plains for \$399.99 it has a key so it can be lock and only a few people should have access to it.

Also, we have (literally) no tools in the firehouse other than what's in the trucks so to start I would like to ask the Board to purchase a Craftsman Mechanic's Tool Set 135pc from Ace Hardware in Bedford for \$149.99, Asst. Chief Giaccio is looking into other tools to add to the tool box. Paperwork is attached.

I would like to thank The Board for all your support and help for the last two years as Chief of the Dept., I hope that you would do the same for Brian during his years as Chief.

Respectfully Submitted,

- Chief Cano

## NORTH CASTLE FIRE DISTRICT #2

### FUND BALANCE POLICY

#### PURPOSE

The Board of Fire Commissioners of the North Castle Fire District #2 is responsible for the appropriate accounting of public funds, the sound management of Fire District finances and the adequate funding of services required by the public. Thus Fund Balance Policy is intended to help the Fire District maintain a prudent level of financial resources to provide essential services, maintain sufficient cash flow and manage unanticipated occurrences.

#### BACKGROUND

The New York State Office of the State Comptroller recommends that local governments establish a policy to maintain reasonable levels of unexpended surplus funds in their general fund to hedge against unanticipated expenditures and revenue shortfalls without withholding funds that should be put to other productive uses.

The following policy is intended to provide for an orderly provision of services, provide taxpayers with information about why resources have been set aside, provide a framework to help guide budgetary decisions as well as multi-year plans and to help ensure that an adequate fund balance is available to ensure efficient cash flow for daily needs, protect against an unforeseen lack of funds related to emergencies, offset unanticipated economic effects such as rises in fuel costs, and to maintain the Fire District's investment grade bond rating.

## POLICY

1. This policy shall apply to the Fire District's General Fund.
2. The Board of Fire Commissioners of North Castle Fire District #2 is the decision-making authority that is able to commit a fund balance. The action to set forth an appropriate level of fund balance shall occur, each year, in connection with the preparation of the annual budget prior to the third week of October when the Fire District must hold its annual budget hearing.
3. No later than September of each year the Board of Fire Commissioners shall prepare an estimate of the fund balance for the current year which shall be affixed to the Fire District's proposed budget for the following year as an appendix.
4. As required by Section 181 of the Town Law, this estimate of fund balance shall include a breakdown of the fund balance estimated for encumbrances, amounts estimated to be expended for the balance of the calendar year and the following year until tax revenues are received, amounts reserved for stated purposes pursuant to law, including reserve funds established pursuant to the General Municipal Law and any remaining unappropriated unreserved fund balance, provided that the remaining estimated unappropriated unreserved fund balance shall not exceed a reasonable amount consistent with prudent budgeting practices, as is necessary to ensure the orderly operation of the Fire District and the continued provision of services, taking into account factors including, but not limited to, the size of the fund, cash flows, the certainty with which the amounts of revenues and expenditures can be estimated and the Fire District's experience in prior fiscal years.

5. For purposes of this policy, the “unappropriated unreserved fund balance” shall mean the difference between the total assets for the general fund and the total liabilities for amounts appropriated for the balance of the calendar year and the following year until tax revenues are received, but not including amounts reserved for stated purposes pursuant to law such as reserve funds.

REVIEW:

This policy shall be reviewed by the Board of Fire Commissioners on an annual basis.