

## MINUTES OF THE REGULAR MEETING

### BOARD OF FIRE COMMISSIONERS

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

June 10<sup>th</sup>, 2024

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

|                  |              |
|------------------|--------------|
| William Fisher   | Chair        |
| Donald Dehmer    | Commissioner |
| Mario Dushi      | Commissioner |
| Ernie Lombardi   | Commissioner |
| Joseph McConnell | Secretary    |
| Adam Ross        | Treasurer    |

#### PUBLIC COMMENT

Town Councilman Jose Berra

- Armonk Fol-de-rol was successful and the Fire Department should consider requesting a donation from the Lion's Club.
- The Town and Bristol Assistant Living continue to discuss changes to the original site plan.
- Town investigating it is leverage with the Greenwich American Center developer.
- The Town Water District 8 will be extending its coverage to the former MBIA property and providing the option for the Water Department to connect with Westchester Joint Water Works.

#### TREASURER REPORT (attached)

- **2023 Financial Audit** –Received updated statements from First Security Benefit (LOSAP Annuity) and RBT CPAs confirmed the audit can proceed. Expect final drafts next week.

- **Seagrave Marauder**- The manufacturer dealer Hudson Valley Fire Equipment notified the District that check #5214 for the new apparatus payment was lost. The District placed a stop payment on the check and issued a new check #5244. A new check was sent to Seagrave Fire directly and was received on Thursday Juen 13<sup>th</sup>.
- **Webster Bank** – The Treasurer is enrolling in fraud protection services for the District operating.

### **COMMITTEE REPORTS**

#### House -Commissioners Dushi

- A temporary front door is complete and installed while a permanent door is fabricated.
- Emergency stairwell lighting specifications were forwarded to the District's electrician for installation.
- Volunteers request the water cooler outside of the radio room to be replaced.
- Apparatus floor ice machine requires servicing.
- Dutchess Garage Door to inspect the apparatus doors for safety compliance.
- Dutchess Garage Door to provide an estimate for a remote-control unit for the Engine 288 garage door.

#### Truck/Equipment – Commissioner Fisher

- Eight drivers are now qualified to drive the Seagrave Engine
- Seagrave Engine 287 is at Hudson Valley Fire addressing a repair punch list.

#### EMS – Commissioner Lombardi

- Several Armonk Fire Department members will be receiving Westchester County EMS lifesaving awards.

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

The Chief reported during the month of May there were 40 Fire calls, 46 EMS calls, and 29 False alarms for a total of 115 alarms.

### **OLD BUSINESS**

#### ***Maxum Engine 287 Disposal***

-The Board will investigate listing the Maxum Fire Engine on "Fenton Fire" an online bidding site for emergency equipment. The estimated cost is ten (10) percent of the selling price.

#### ***Fire Gear Racks***

-The Board agreed to purchase "Ready Rack Rolling Gear Racks" from MES and pay the cost with funds from the building referendum.

#### ***Spring Cleaning Project***

-The District Secretary will coordinate with the Chief a date for delivering a Suburban Carting dumpster.

## **NEW BUSINESS**

### ***May Minutes***

-A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to approve the May 13, 2024, Regular Meeting minutes. All in favor

### ***June Expenses***

- A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to approve June payments totaling \$178,080.77. All in favor

### ***EMS Level 3 Body Armor***

-The Chair will investigate the cost of purchasing six (6) level 3 personal body armor vests and report to the Board at the July Regular meeting.

### ***Mamaroneck Parade***

-A motion was made by Commissioner Dushi, seconded by Commissioner Lombardi to allow the Fire Company to take E286 or E288, U82, 51B1 to the Mamaroneck Fire Department June 28<sup>th</sup> parade. All in Favor

### ***Millwood Fire Department Standby***

-A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to allow the Fire Company to use Engine 288 for a standby at the Millwood Fire Station 1 on June 25<sup>th</sup>, 2024. All in favor

### ***Engine 287 Portable Equipment***

-The Board tabled a decision to purchase a portable pump and hard suction for the Seagrave Engine 287 pending a review of available funds

### ***HVAC Variable Frequency Drive (VFD) Replacement***

-A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to accept the ABM Air Conditioning and Heating, Inc. proposal to replace a bad variable frequency drive for \$4,279.00. All in favor

### **Apparatus Drivers**

– A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to approve Robin Lovell as a driver for Utility 82. All in favor

– A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to approve Brendan Molloy as a driver for Utility 82. All in favor

### ***Membership***

-A motion made by Commissioner Lombardi, seconded by Commissioner Dushi to accept Michael Nezaj's application for a junior firefighter. All in favor

### **Updated Equipment Training Schedule**

-The Board approved the following updated equipment training schedule for the Fire Department.

#### **Training Schedule (Non-Ambulances)**

| Training Order | Vehicle    | Mimimum Sessions | Driving | Hyrant | Draft | Shuttles | Double Lay | Pump to Engine | Vehicle Testers                                 |
|----------------|------------|------------------|---------|--------|-------|----------|------------|----------------|---|
| 1              | Utility 85 | 2                | 2       |        |       |          |            |                | W.Fisher, M.Giaccio, R.Macellaro, E.Lombardi    |
| 2              | Engine 288 | 6                | 2       | 2      | 2     |          |            |                | R.Macellaro, W.Fisher,                          |
| 3              | Rescue 85  | 6                | 3       | 2      | 1     |          |            |                | A. Greene, B. Wuebber                           |
| 4              | Engine 286 | 6                | 2       | 2      | 2     |          |            |                | D.Eisenhower, W.Fisher, R.Macellaro, B. Wuebber |
| 5              | Engine 287 | 2                |         | 1      | 1     |          |            |                | R.Macellaro, W.Fisher, D.Eisenhower, B. Wuebber |
| 6              | Tanker 9   | 8                | 4       |        |       | 2        | 1          | 1              |   |

#### **Training Schedule Ambulances**

| Training Order | Vehicle | Mimimum Sessions | Driving |  |  |  |  |  | Vehicle Testers   |
|----------------|---------|------------------|---------|--|--|--|--|--|---|
| 1              | 51B2    | 6                | 6       |  |  |  |  |  | W.Fisher, M.Giaccio, R.Macellaro, E.Lombardi, A. Greene, B. Wuebber |
| 2              | 51B3    | 3                | 3       |  |  |  |  |  |   |
| 3              | 51B1    | 4                | 4       |  |  |  |  |  |   |

#### **Training Schedule Marine, ATV & Trailer**

| Training Order | Equipment     | Mimimum Sessions | CG Boater Safety Course |  |  |  |  |  | Vehicle Testers                    |
|----------------|---------------|------------------|-------------------------|--|--|--|--|--|------------------------------------|
| 1              | Achilles      | 2                | 1                       |  |  |  |  |  | W.Fisher, M.Giaccio                |
| 2              | Boston Whaler | 3                |                         |  |  |  |  |  | M.Giaccio, R. Macellaro, J.Fleming |
|                | ATV           | 2                |                         |  |  |  |  |  | C.Cano, M.Giaccio, T. Wiese        |
|                | Trailer       | 2                |                         |  |  |  |  |  | M.Giaccio                          |

There being no further business to transact, a motion made by Commissioner Lombardi, seconded by Commissioner Dehmer adjourned the meeting at 11:50 PM.

Sincerely,

Joseph P. McConnell  
Fire District Secretary

# Treasurer's Report

June 10, 2024

|                              |                               |
|------------------------------|-------------------------------|
| Final Payment Batch for May: | \$1,109,189.77                |
| Total Deposits for May:      | \$2,633,299.00 (\$800k Res A) |
| Number of check payments:    | 29                            |
| Number of EFT payments:      | 7                             |

- **2023 Financial Audit:** We received updated statements from First Security and RBT CPAs confirmed the audit can proceed. We should receive draft financials in the next week.
- **Seagrave Marauder Payment:** We were notified by Hudson Valley Fire Equipment that they believed the check (5214) for the truck was lost. The tracking number they supplied was not returning any updates. A stop payment order was issued for check 5144 and a new check (5244) was reissued and sent via FedEx to Seagrave Fire directly. The check was received on Thursday 6/13.
- **Webster Bank:** I began the enrollment process to add fraud protection services to our operating account. Our account will utilize ACH/Check Positive Pay which requires the district uploading a check register after each payment batch.

## North Castle Fire District #2

### Abstract of Claims

June 2024

| Check | Claimant  | Amount       |
|-------|---|--------------|
| 5225  | AAA Emergency Supply Co.  | \$ 795.70    |
| 5226  | Adam F. Ross  | \$ 1,979.01  |
| 5227  | Allclean Building Maintenance   | \$ 3,600.00  |
| 5228  | Amazon Capital Services   | \$ 1,552.19  |
| 5229  | Better Water Well Systems, Inc.   | \$ 439.00    |
| 5230  | Bound Tree Medical, LLC   | \$ 502.83    |
| 5231  | Henry Schein, Inc.  | \$ 510.48    |
| 5232  | Joseph McConnell  | \$ 1,918.87  |
| 5233  | Konica Minolta Business Solutions   | \$ 12.00     |
| 5234  | Metrocom Wireless, Inc  | \$ 1,375.55  |
| 5235  | Mt. Kisco Truck & Auto Parts  | \$ 495.57    |
| 5236  | Municipal Emergency Services, Inc.  | \$ 2,688.08  |
| 5237  | Network and Software Solutions, Inc.  | \$ 405.00    |
| 5238  | Prisco's Home Appliance Center, Inc.  | \$ 5,000.00  |
| 5239  | Rescue Products International, Inc.   | \$ 1,568.00  |
| 5240  | RICOH USA, Inc  | \$ 6.04      |
| 5241  | RICOH USA, Inc.   | \$ 215.00    |
| 5242  | SG Fire Protection LLC  | \$ 350.00    |
| 5243  | Starnet Emergency Services, Inc.  | \$ 12,749.60 |
| 5244  | Susan Macellaro   | \$ 761.89    |
| 5245  | T.C.D. Cellular Communications  | \$ 31,195.79 |
| 5246  | The Knox Company  | \$ 4,396.00  |
| 5247  | Town of North Castle<br>April Electric: \$1,572.02<br>April Gasoline: \$847.74<br>Repairs: \$75.06<br>Hydrant Rental: \$33,805.75 | \$ 36,300.57 |
| 5248  | Verizon   | \$ 358.74    |

## North Castle Fire District #2

### Abstract of Claims

June 2024

| Check       | Claimant                           | Amount        |
|-------------|------------------------------------|---------------|
| 5249        | Verizon Wireless                   | \$ 162.61     |
| 5250        | Hubbinette-Cowell Associates, Inc. | \$ 64,222.03  |
| EFT         | Cardmember Service                 | \$ 1,198.12   |
| EFT         | CLEARFLY                           | \$ 130.06     |
| EFT         | Con Edison                         | \$ 647.80     |
| EFT         | Crystal Rock LLC                   | \$ 113.91     |
| EFT         | NYS Dept. of Taxation and Finance  | \$ 445.94     |
| EFT         | Optimum                            | \$ 217.91     |
| EFT         | United States Treasury             | \$ 1,766.48   |
| Check Total |                                    | Batch Total   |
| 25          |                                    | \$ 178,080.77 |

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2

Profit & Loss Budget vs. Actual

January through May 2024

|  | Jan - May 24        | Budget              | \$ Over Budget    | % of Budget    |
|--|---------------------|---------------------|-------------------|----------------|
| <b>Ordinary Income/Expense</b>               |                     |                     |                   |                |
| <b>Income</b>                                |                     |                     |                   |                |
| A1001 · Real Property Taxes                  |                     |                     |                   |                |
| A1001.1 · Budget Tax Money Rec'd             | 1,833,165.00        | 1,833,165.00        | 0.00              | 100.0%         |
| Total A1001 · Real Property Taxes            | 1,833,165.00        | 1,833,165.00        | 0.00              | 100.0%         |
| A2262 · Fire Protection Services Other       |                     |                     |                   |                |
| A2262.1 · Banksville Ambulance Contract      | 0.00                | 20,000.00           | -20,000.00        | 0.0%           |
| Total A2262 · Fire Protection Services Other | 0.00                | 20,000.00           | -20,000.00        | 0.0%           |
| A2401 · Interest and Earnings                |                     |                     |                   |                |
| A2401.1 · Interest Earned                    | 448.09              | 2,500.00            | -2,051.91         | 17.92%         |
| Total A2401 · Interest and Earnings          | 448.09              | 2,500.00            | -2,051.91         | 17.92%         |
| A2680 · Insurance Recoveries                 | 23,491.95           | 0.00                | 23,491.95         | 100.0%         |
| 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%          |
| A2770 · Other Income                         |                     |                     |                   |                |
| .999 · Miscellaneous                         | 7.00                | 0.00                | 7.00              | 100.0%         |
| Total A2770 · Other Income                   | 7.00                | 0.00                | 7.00              | 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                  |                     |                     |                   |                |
| A5031.4 · Transfer In from Reserve Fund A    | 800,000.00          |                     |                   |                |
| Total A5031 · Interfund Transfers            | 800,000.00          |                     |                   |                |
| RA2401 · Interest Earned - Res Fund A        | 338.74              | 0.00                | 338.74            | 100.0%         |
| RB2401 · Interest Earned - Res Fund B        | 4,863.48            | 0.00                | 4,863.48          | 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%           |
| <b>Total Income</b>                          | <b>2,667,914.26</b> | <b>1,856,665.00</b> | <b>811,249.26</b> | <b>143.69%</b> |
| <b>Gross Profit</b>                          | <b>2,667,914.26</b> | <b>1,856,665.00</b> | <b>811,249.26</b> | <b>143.69%</b> |
| <b>Expense</b>                               |                     |                     |                   |                |
| A1930 · Judgement and Claims                 |                     |                     |                   |                |
| .41 · Refund Of Taxes                        | 0.00                | 5,000.00            | -5,000.00         | 0.0%           |
| Total A1930 · Judgement and Claims           | 0.00                | 5,000.00            | -5,000.00         | 0.0%           |
| A3410.1 · Personal Services                  |                     |                     |                   |                |
| .110 · Treasurer                             | 14,583.35           | 35,000.00           | -20,416.65        | 41.67%         |
| .111 · FICA                                  | 2,182.85            | 5,750.00            | -3,567.15         | 37.96%         |
| .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                             | 13,125.00           | 31,500.00           | -18,375.00        | 41.67%         |
| .170 · Temporary                             |                     |                     |                   |                |
| .101 · Data Entry Clerk                      | 825.00              | 3,300.00            | -2,475.00         | 25.0%          |
| Total .170 · Temporary                       | 825.00              | 3,300.00            | -2,475.00         | 25.0%          |
| Total A3410.1 · Personal Services            | 30,716.20           | 75,550.00           | -44,833.80        | 40.66%         |
| A3410.2 · Equipment                          |                     |                     |                   |                |
| .230 · Equipment Purchased                   | 996,083.98          | 1,045,962.00        | -49,878.02        | 95.23%         |
| Total A3410.2 · Equipment                    | 996,083.98          | 1,045,962.00        | -49,878.02        | 95.23%         |
| A3410.4 · Contractual Expenditures           |                     |                     |                   |                |
| .40050 · EMT Services                        | 63,748.00           | 160,000.00          | -96,252.00        | 39.84%         |

**TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2**

**Profit & Loss Budget vs. Actual**

January through May 2024

|   | <u>Jan - May 24</u> | <u>Budget</u>     | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|---------------------|-------------------|-----------------------|--------------------|
| <b>.40100 · Office Supplies</b>                       |                     |                   |                       |                    |
| .40101 · Postage                                      | 8.97                | 500.00            | -491.03               | 1.79%              |
| .40130 · Office Supplies - general                    | 2,520.35            | 0.00              | 2,520.35              | 100.0%             |
| .40140 · Bank Fees                                    | 0.00                | 250.00            | -250.00               | 0.0%               |
| .40150 · Fire House Software                          | 75.00               | 0.00              | 75.00                 | 100.0%             |
| .40100 · Office Supplies - Other                      | 0.00                | 6,500.00          | -6,500.00             | 0.0%               |
| <b>Total .40100 · Office Supplies</b>                 | <b>2,604.32</b>     | <b>7,250.00</b>   | <b>-4,645.68</b>      | <b>35.92%</b>      |
| <b>.40200 · Travel Expenses</b>                       |                     |                   |                       |                    |
| .40201 · Convention                                   | 0.00                | 500.00            | -500.00               | 0.0%               |
| .40202 · Motel  | 662.88              |                   |                       |                    |
| .40203 · Travel                                       | 3,040.80            | 5,000.00          | -1,959.20             | 60.82%             |
| <b>Total .40200 · Travel Expenses</b>                 | <b>3,703.68</b>     | <b>5,500.00</b>   | <b>-1,796.32</b>      | <b>67.34%</b>      |
| <b>.40300 · Subscriptions</b>                         |                     |                   |                       |                    |
| A40302 Community Awareness                            | 720.00              | 500.00            | 220.00                | 144.0%             |
| .40301 · Dues / Subscriptions                         | 989.83              | 5,000.00          | -4,010.17             | 19.8%              |
| <b>Total .40300 · Subscriptions</b>                   | <b>1,709.83</b>     | <b>5,500.00</b>   | <b>-3,790.17</b>      | <b>31.09%</b>      |
| <b>.40400 · Uniforms</b>                              |                     |                   |                       |                    |
| .40400 · Uniforms                                     | 3,951.02            | 10,000.00         | -6,048.98             | 39.51%             |
| <b>.40500 · Public Drills &amp; Inspections</b>       |                     |                   |                       |                    |
| .40501 · Installation Dinner                          | 0.00                | 18,000.00         | -18,000.00            | 0.0%               |
| .40502 · Awards                                       | 0.00                | 2,000.00          | -2,000.00             | 0.0%               |
| <b>Total .40500 · Public Drills &amp; Inspections</b> | <b>0.00</b>         | <b>20,000.00</b>  | <b>-20,000.00</b>     | <b>0.0%</b>        |
| <b>.40600 · Election Expense</b>                      |                     |                   |                       |                    |
| .40602 · Public/ Legal Notices                        | 0.00                | 500.00            | -500.00               | 0.0%               |
| .40604 · Election Teller                              | 400.00              | 1,000.00          | -600.00               | 40.0%              |
| <b>Total .40600 · Election Expense</b>                | <b>400.00</b>       | <b>1,500.00</b>   | <b>-1,100.00</b>      | <b>26.67%</b>      |
| <b>.40700 · Consultants</b>                           |                     |                   |                       |                    |
| .40701 · Training                                     | 925.00              | 9,000.00          | -8,075.00             | 10.28%             |
| .40703 · Consulting                                   | 2,092.50            | 0.00              | 2,092.50              | 100.0%             |
| <b>Total .40700 · Consultants</b>                     | <b>3,017.50</b>     | <b>9,000.00</b>   | <b>-5,982.50</b>      | <b>33.53%</b>      |
| <b>.40800 · Building and Grounds</b>                  |                     |                   |                       |                    |
| .40801 · Fuel, Light, Water                           | 22,274.03           | 49,000.00         | -26,725.97            | 45.46%             |
| .40804 · Building & Grounds Improvement               | 0.00                | 25,000.00         | -25,000.00            | 0.0%               |
| .40805 · Building & Grounds Maintenance               | 36,131.43           | 90,000.00         | -53,868.57            | 40.15%             |
| .40806 · Maintenance Supplies                         | 1,646.98            | 8,500.00          | -6,853.02             | 19.38%             |
| <b>Total .40800 · Building and Grounds</b>            | <b>60,052.44</b>    | <b>172,500.00</b> | <b>-112,447.56</b>    | <b>34.81%</b>      |
| <b>.40900 · Fire Apparatus and Equipment</b>          |                     |                   |                       |                    |
| .40901 · Tech Equipment                               | 9,989.90            | 35,000.00         | -25,010.10            | 28.54%             |
| .40902 · Equipment Repair                             | 28,147.54           | 70,000.00         | -41,852.46            | 40.21%             |
| .40903 · Gas,Oil, Lubricants                          | 7,272.86            | 25,000.00         | -17,727.14            | 29.09%             |
| .40904 · Banksville Contract Share                    | 0.00                | 7,000.00          | -7,000.00             | 0.0%               |
| .40905 · Medical Supplies                             | 3,261.19            | 10,000.00         | -6,738.81             | 32.61%             |
| <b>Total .40900 · Fire Apparatus and Equipment</b>    | <b>48,671.49</b>    | <b>147,000.00</b> | <b>-98,328.51</b>     | <b>33.11%</b>      |
| <b>.41000 · Fire Alarm System</b>                     |                     |                   |                       |                    |
| .41001 · Telephones                                   | 4,598.96            | 12,500.00         | -7,901.04             | 36.79%             |
| .41002 · Alarm Maintenance                            | 2,270.28            | 5,500.00          | -3,229.72             | 41.28%             |
| <b>Total .41000 · Fire Alarm System</b>               | <b>6,869.24</b>     | <b>18,000.00</b>  | <b>-11,130.76</b>     | <b>38.16%</b>      |
| <b>.41100 · Hydrant Rentals</b>                       |                     |                   |                       |                    |
| .41100 · Hydrant Rentals                              | 0.00                | 34,000.00         | -34,000.00            | 0.0%               |
| <b>.41200 · Insurance</b>                             |                     |                   |                       |                    |
| .41202 · Public Liability & Prop Damage               | 63,387.03           | 67,500.00         | -4,112.97             | 93.91%             |
| .41204 · Other Insurance                              | 31,488.82           | 32,500.00         | -1,011.18             | 96.89%             |
| <b>Total .41200 · Insurance</b>                       | <b>94,875.85</b>    | <b>100,000.00</b> | <b>-5,124.15</b>      | <b>94.88%</b>      |
| <b>.41300 · Legal and Auditing Fees</b>               |                     |                   |                       |                    |

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2

Profit & Loss Budget vs. Actual

January through May 2024

|   | Jan - May 24 | Budget       | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| .41301 · Audit Services Rendered                | 0.00         | 9,000.00     | -9,000.00      | 0.0%        |
| .41302 · Legal Fees                             | 0.00         | 8,500.00     | -8,500.00      | 0.0%        |
| Total .41300 · Legal and Auditing Fees          | 0.00         | 17,500.00    | -17,500.00     | 0.0%        |
| Total A3410.4 · Contractual Expenditures        | 289,603.37   | 707,750.00   | -418,146.63    | 40.92%      |
| A9025.8 · Local Pension Fund                    |              |              |                |             |
| .803 · Length Of Service Awards                 | 4,675.00     | 54,475.00    | -49,800.00     | 8.58%       |
| .865 · LOSAP - Admin Fee                        | 0.00         | 4,200.00     | -4,200.00      | 0.0%        |
| Total A9025.8 · Local Pension Fund              | 4,675.00     | 58,675.00    | -54,000.00     | 7.97%       |
| A9040.8 · Workers' Compensation                 |              |              |                |             |
| .810 · Workmens Comp                            | 26,816.00    | 33,000.00    | -6,184.00      | 81.26%      |
| Total A9040.8 · Workers' Compensation           | 26,816.00    | 33,000.00    | -6,184.00      | 81.26%      |
| A9050.8 · Unemployment Insurance                |              |              |                |             |
| .811 · Unemployment Taxes                       | 322.13       | 200.00       | 122.13         | 161.07%     |
| Total A9050.8 · Unemployment Insurance          | 322.13       | 200.00       | 122.13         | 161.07%     |
| A9060.8 · Hospital, Medical & Accidnt Ins       |              |              |                |             |
| .806 · Medical Exams                            | 2,982.57     | 25,000.00    | -22,017.43     | 11.93%      |
| Total A9060.8 · Hospital, Medical & Accidnt Ins | 2,982.57     | 25,000.00    | -22,017.43     | 11.93%      |
| A9710.6 · Redemption of Bonds                   |              |              |                |             |
| .611 · Serial Bond Prin Pyt                     | 405,000.00   | 405,000.00   | 0.00           | 100.0%      |
| .670 · Greene County Serial Bond                | 125,000.00   | 125,000.00   | 0.00           | 100.0%      |
| Total A9710.6 · Redemption of Bonds             | 530,000.00   | 530,000.00   | 0.00           | 100.0%      |
| A9710.7 · Interest on Bonds                     |              |              |                |             |
| .711 · Bond Interest Due                        | 29,500.00    | 48,875.00    | -19,375.00     | 60.36%      |
| .755 · Greene County Bond Interest              | 4,463.75     | 8,115.00     | -3,651.25      | 55.01%      |
| Total A9710.7 · Interest on Bonds               | 33,963.75    | 56,990.00    | -23,026.25     | 59.6%       |
| A9901.9 · Transfer to Other Funds               |              |              |                |             |
| .904 · Transfer to Fund A from GF               | 0.00         | 200,000.00   | -200,000.00    | 0.0%        |
| .905 · Transfer to Fund B from GF               | 0.00         | 60,000.00    | -60,000.00     | 0.0%        |
| Total A9901.9 · Transfer to Other Funds         | 0.00         | 260,000.00   | -260,000.00    | 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%        |
| RA9901 · Transfer from Reserve Fund A           |              |              |                |             |
| .910 · Transfer to General Fund                 | 800,000.00   |              |                |             |
| Total RA9901 · Transfer from Reserve Fund A     | 800,000.00   |              |                |             |
| Total Expense                                   | 2,715,163.00 | 2,798,127.00 | -82,964.00     | 97.04%      |
| Net Ordinary Income                             | -47,248.74   | -941,462.00  | 894,213.26     | 5.02%       |
| Other Income/Expense                            |              |              |                |             |
| Other Income                                    |              |              |                |             |
| A2665 · Sales of Equipment                      | 0.00         | 0.00         | 0.00           | 0.0%        |
| A2701 · Refunds of Prior Year's Expense         | 854.07       | 500.00       | 354.07         | 170.81%     |
| A2706 · Grants from Local Governments           |              |              |                |             |
| .50 · LGRMF Grant                               | 1.26         |              |                |             |
| Total A2706 · Grants from Local Governments     | 1.26         |              |                |             |
| Total Other Income                              | 855.33       | 500.00       | 355.33         | 171.07%     |
| Net Other Income                                | 855.33       | 500.00       | 355.33         | 171.07%     |
| Net Income                                      | -46,393.41   | -940,962.00  | 894,568.59     | 4.93%       |

# Chief's Report to Board of Fire Commissioners

## June 2024

### Calls:

During the month of April there were 40 fire calls and 46 ambulance calls for a total of 86 alarms. There were 29 false alarms for the month.

### Apparatus:

The mileage on the Chief cars are as follows:

2021: 24,263  
2022: 624  
2023: 41,615

I would like to recommend Robin Lovell and Brendan Molloy be approved to be drivers on U82.

There were some issues found / noted with certain apparatus during our pump-ops class as follows:

#### E286

- Front Intake is leaking (even when not being used)
- Deck Gun is leaking at its seals

#### E288

- Pump primer may not be working correctly and should be checked
- Various valves are very hard to pull out / push in (especially when truck is pumping) They may need to be adjusted / greased
- Unsure if the fuel gauge is working correctly.
- Requesting new / repair the velcro straps that hold the hard suction hose

### Driver Training Sheet:

I worked with Commissioner Lombardi on creating a new single page driver training sheet for both the ambulance and engines. The idea is to track the progress of each trainee on a single sheet for each piece of apparatus. A sample is attached for review / approval.

### Officer Training Requirements:

Article VIII of the district rules and regulations outlines the training requirements for chiefs and officers of the department. Several of the listed classes are either no longer offered or are given very infrequently. The article includes language that allows the district to exempt or substitute training requirements as needed and no modification of this article may be required. I recommend that the board may want to consider modifying this article to provide more flexibility for officers in various positions. This would enable them to demonstrate continued training progression while having some flexibility in selecting classes, balanced by what is available within the required timeframe. I have

attached a sample draft of some classes that could be substituted and would like to work with the board to see if any modifications to this article are needed.

## Parades:

I would like to take E286 (or E288 if we don't have a driver for E286), U82 and 51B1 to the following parades:

Mamaroneck - 6/28

## Standby Request:

Millwood requested that we standby with engine 288 at their firehouse on Wed 6/26 from 6pm - 10pm.

## Training:

10 Members as follows completed our in house pump ops training. I believe it was a success and all members were eager to learn and participate. The invoice has been provided by the instructor. Completion certificates have been provided.

Carlos Cano  
Ryan Boyle  
Mario Dushi  
Harrison Fontaine  
Rich Greenwald  
Jeff Koslowsky  
Liz Markiewicz  
Brendan Molloy  
Tim Moloney  
Charlie Swift

## SOG

I would like the board to approve / provide feedback on modifications to the apparatus response order as attached to the report. The changes are to move E287 to second due in hydrant districts, Add a new category for Co Alarms (No Systems) and to clarify the (2) ambulances that should respond to structure fires and the expectations for each one.

## Equipment

Requesting a new rubber mallet for R85 as the one that is on it is falling apart.

Requesting a new portable pump / hard suction / strainer for E287. The existing pump does not fit in the compartment on the new truck.

## WEMS

It has come to my attention that during the transport of a patient to NWH Sun June 9th around 1pm. A member driving the WEMS fly car may have struck another vehicle in the hospital parking lot. This is still being investigated by WEMS and we are waiting for further information. Nothing was reported to me by any of our members involved in the call.

Brian Fenster

Chief of Department

## ARTICLE XIII

### **TRAINING REQUIREMENTS FOR CHIEFS AND OFFICERS OF THE FIRE DEPARTMENT**

**Section 1** In order to ensure that Officers and Chiefs have the expertise to command and control the scene at incidents, minimum training standards for each officer position are listed below. These courses must be taken during the term specific to each officer position. In addition, these courses are cumulative and must be taken before a member can be eligible to advance to the next officer position. If a member were to skip an officer position(s), those courses are still required to be taken before being eligible for the desired position.

**Section 2** Listed below are training requirements for each position.

- A. **Captain of Patrol:** None
- B. **Second Lieutenant:** Principles of Instruction (15 hrs), ICS-200 (online), Incident Safety Officer (14 hrs)
- C. **First Lieutenant:** NYS Firefighter II (27 hrs)
- D. **Captain:** Fire Officer I (54 hrs)
- E. **2nd Asst. Chief :** Principles of Building Construction: Combustibles (12 hrs), Principles of Building Construction: Non-combustibles (12 hrs), ICS-300 (24 hrs)
- F. **1st Asst. Chief:** Fire Behavior Arson Awareness (12 hrs), Haz Mat Incident Command (24 hrs)
- G. **Chief:** ICS-400 (16 hrs)

**Section 3** All courses are available locally through the Westchester County Department of Emergency Services or online. In the event that a course is not available during an Officer/Chiefs term, or other unusual situation, the Officer/Chief must submit a written statement to the Board, explaining the circumstances. The Board will then make a determination whether or not to exempt them from the requirement, and what other requirements or conditions may be substituted.

**Section 4** The effective date for this requirement is January 15, 2016. Those officers/Chiefs already in Officer/Chief positions on January 15, 2016 will be exempt from the cumulative training requirements for the officer/Chief positions below their current position unless that course is a prerequisite for a required course. Ex-Chiefs returning to the position of Chief, 1<sup>st</sup> or 2<sup>nd</sup> Assistant Chief are exempt from this requirement. Section 2 lists the Officer/Chief positions in order from lowest (Captain of Patrol) to highest (Chief).

**Section 5.**

- A. Prior to Fire Company nomination of officers, the Fire District Secretary shall send an updated list of training records for all Officers/Chiefs to the Fire Company Secretary for review during the nomination process.
- B. In the event of a non-officer seeking nomination to a position other than Second Lieutenant or Captain of Patrol his/her place on the ballot will be dependent on meeting the above requirements. If, after review of training records by the Company Secretary, above requirements are not met, he/she will not be eligible for election and will not appear on the ballot.
- C. In the event of a right-in candidate winning election, election results will not be final until training records are reviewed by the Election Inspectors. If the winning candidate does not meet the training requirements, the person with the second most votes would then be the winning candidate. If that candidate did not possess the required training, the next person would be the winning candidate, and so on. Review of training records must be completed within 48 hours of election. The Election Inspectors must report their findings to the Company Secretary in writing.

*Adopted by Board of Fire Commissioners 10/5/2015*

**Possible modifications to Article VIII of the district rules and regulations**

**Current List of requirements:**

- A. Captain of Patrol: None**
- B. Second Lieutenant: Principles of Instruction (15 hrs), ICS-200 (online), Incident Safety Officer (14 hrs)**
- C. First Lieutenant: NYS Firefighter II (27 hrs)**
- D. Captain: Fire Officer I (54 hrs)**
- E. 2nd Asst. Chief ; Principles of Building Construction: Combustibles (12 hrs), Principles of Building Construction: Non-combustibles (12 hrs), ICS-300 (24 hrs)**
- F. 1st Asst. Chief: Fire Behavior Arson Awareness (12 hrs), Haz Mat Incident Command (24 hrs)**
- G. Chief: ICS-400 (16 hrs)**

---

**Possible substitutions for certain classes if they are not available during the timeframe an officer is seeking or holding a position.**

**FAST**  
**Truck Co. Ops**  
**Engine Company Ops**  
**Fire Instructor 1**  
**Rescue Tech Basic**  
**Other NYS OFPC classes of at least 12 Hour duration.**

Armonk Fire Department Standard Operating Guideline

**APPARATUS RESPONSE - HYDRANT DISTRICT**

Zones: 202031, 202032, 202011, 259020 + Business Park Drive + IBM Property + Swiss Re + Labriola Court + Kaysal Court

Note: In all instances below, an officer or member in charge may make changes to the response order due to operational considerations.

| Call Type                          | Apparatus  | Notes  |
|------------------------------------|--|--|
| Structure Fires / Automatic Alarms | Engine 286<br>Engine 287<br>Tanker 9<br>Engine 288<br>Rescue 85<br>2 Ambulances (If confirmed fire)<br>Utility 82<br><br><i>Apparatus may be substituted if no driver is available</i> | All calls to structures are to be treated as working fires. These include fire alarms, chimney fires, alarm sounding, smell of smoke, etc.<br><br>1 Ambulance will be for any injured FFs or civilians.<br>1 Ambulance will be for rehab. (make sure to take ALL rehab supplies) |
| CO Alarms (No Symptoms)            | Engine 286<br>Engine 288<br>Utility 82   |  |
| CO Alarms (With Symptoms)          | Engine 286<br>Ambulance<br>Engine 288<br>Utility 82  |  |
| Motor Vehicle Accidents            | Ambulance<br>Rescue 85<br>Engine 288   | R85 may respond first if the ambulance is only waiting for an EMT  |
| Vehicle Fires                      | Rescue 85<br>Tanker 9<br>Engine 288  |  |
| Brush Fires                        | Engine 288<br>Tanker 9<br>Utility 82 / 52  | Utilities may respond out of order depending on brush fire location / access   |
| Odor of gas (inside and outside)   | Follow structure fire response   |  |
| Wires Down / Other Hazards         | Rescue 85<br>Utility 82  |  |
| All other call types               | Follow structure fire response   |  |

Armonk Fire Department Standard Operating Guideline

**APPARATUS RESPONSE - NON HYDRANT DISTRICT**

Zones: 202010, 202020, 202030, 202040, 202060 Except: Business Park Drive - IBM Property  
- Swiss Re - Labriola Court - Kaysal Court

Note: In all instances below, an officer or member in charge may make changes to the response order due to operational considerations.

| Call Type   | Apparatus  | Notes  |
|---|--|--|
| Structure Fires /<br>Automatic Alarms /<br>CO Alarms (No<br>Symptoms) | Engine 286<br>Tanker 9<br>Engine 287<br>Rescue 85<br>2 Ambulances (If confirmed fire)<br>Utility 82<br><br><i>Apparatus may be substituted if no driver is available</i> | All calls to structures are to be treated as working fires. These include fire alarms, chimney fires, alarm sounding, smell of smoke, etc.<br><br>1 Ambulance will be for any injured FFs or civilians.<br>1 Ambulance will be for rehab. (make sure to take ALL rehab supplies) |
| CO Alarms (No<br>Symptoms)  | Engine 286<br>Engine 288<br>Utility 82   |  |
| CO Alarms (With<br>Symptoms)  | Engine 286<br>Ambulance<br>Engine 288<br>Utility 82  |  |
| Motor Vehicle Accidents   | Ambulance<br>Rescue 85<br>Engine 288   | R85 may respond first if the ambulance is only waiting for an EMT  |
| Vehicle Fires   | Rescue 85<br>Tanker 9<br>Engine 288  |  |
| Brush Fires   | Engine 288<br>Tanker 9<br>Utility 82 / 52  | Utilities may respond out of order depending on brush fire location / access   |
| Odor of gas (inside and<br>outside)                                   | Follow structure fire response   |  |
| Wires Down / Other<br>Hazards   | Rescue 85<br>Utility 82  |  |
| All other call types  | Follow structure fire response   |  |

# Armonk Fire Apparatus Driver Training

Trainee name \_\_\_\_\_

|  |
|--|
| Minimum Times Out                                |
| U82 1x   |
| 288 6-12x 2 hydrant/2 draft                      |
| 286 4-8x 2 hydrant/2 draft                       |
| 287 1x 1 hydrant/1 draft                         |
| R85 4-8x 2 hydrant                               |
| T9 6-12x 2 shuttle/1 double lay/1 pump to engine |

Apparatus \_\_\_\_\_ EVOC date \_\_\_\_\_ Pump Ops date \_\_\_\_\_ Drive at night (date) \_\_\_\_\_

## Apparatus Operation and Driving Skills

| Trainer's Initials                | Date |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|-----------------------------------|------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                   |      |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|                                   |      | OK                       | Needs work               |
| Review cab and controls           |      | <input type="checkbox"/> |
| Operate vehicle smoothly          |      | <input type="checkbox"/> |
| Review refueling vehicle          |      | <input type="checkbox"/> |
| Is familiar with district roads   |      | <input type="checkbox"/> |
| Review mirror/back with spotters  |      | <input type="checkbox"/> |
| Minimum of 20 min of driving      |      | <input type="checkbox"/> |
| Drive on I 684 (minimum one time) |      | <input type="checkbox"/> |
| Obey speed limit                  |      | <input type="checkbox"/> |
| Signal all moves                  |      | <input type="checkbox"/> |
| Perform a 3-point U-turn          |      | <input type="checkbox"/> |
| Back into Apparatus Bay           |      | <input type="checkbox"/> |

## Apparatus Equipment Familiarization

|  | OK                       | Needs work               |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ID and explain all equipment                   | <input type="checkbox"/> |
| Demonstrate proper use of radios               | <input type="checkbox"/> |
| Walk around vehicle, identify cabinet supplies | <input type="checkbox"/> |

| Pumping skills   | OK                       | Needs work               |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Properly engage pump from drive                                | <input type="checkbox"/> |
| Return to drive from pump op.                                  | <input type="checkbox"/> |
| Pump from draft  | <input type="checkbox"/> |
| Pump from internal tank  | <input type="checkbox"/> |
| Pump from hydrant  | <input type="checkbox"/> |
| Foam familiarization   | <input type="checkbox"/> |
| Valve and pressure operation                                   | <input type="checkbox"/> |
| Knowledge of pump panel  | <input type="checkbox"/> |
| Check system if can't get water                                | <input type="checkbox"/> |
| Operation of master stream                                     | <input type="checkbox"/> |
| Op of multiple discharges at once                              | <input type="checkbox"/> |
| Review use of wheel chock during pump operation                | <input type="checkbox"/> |
| TANKER: Explain setup of portable tank/operation of dump valve | <input type="checkbox"/> |

## Driver Test Certification

I certify that I have the above Driver Trainee competent in driving the above referenced apparatus. The trainee has successfully completed the Driver Training test. I recommend the trainee be submitted to the Board of Fire Commissioners as a Driver on this apparatus.

Print

Sign

Date

# Armonk FD Ambulance Driver Training

Min Times Out  
51-B2 - 6x  
51-B3 - 3x  
51-B1 - 4x

Trainee name \_\_\_\_\_

Ambulance \_\_\_\_\_ EVOCA date \_\_\_\_\_ First ambulance (circle) Yes / No

First Ambulance Skills (Must complete these skills on first ambulance, but can be done on future vehicles as well)

| Drive at night<br>(Date) | Drive to hospital (Date)<br>NWH | WMC | Greenwich |
|--------------------------|---------------------------------|-----|-----------|
|--------------------------|---------------------------------|-----|-----------|

## Skills that should be done more than once

| Trainer's initials                                    | Date |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|---|------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|   |      | OK                       | Needs work               |
| Drive on 684  |      | <input type="checkbox"/> |
| Stretcher usage and manual controls                   |      | <input type="checkbox"/> |
| Familiar with vehicle refueling                       |      | <input type="checkbox"/> |
| Knows cab layout & controls                           |      | <input type="checkbox"/> |
| Knows how to operate radios                           |      | <input type="checkbox"/> |
| Knows location of Lucas/AED/Reeves/Backboard/Suction  |      | <input type="checkbox"/> |
| Knows location of spare batteries for Lucas/Stretcher |      | <input type="checkbox"/> |
| Identifies equipment in each outside cabinet          |      | <input type="checkbox"/> |

## Skills that must be done each time out

|   | OK                       | Needs work               |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Min. 20 mins of driving                               | <input type="checkbox"/> |
| Obeys speed limit                                     | <input type="checkbox"/> |
| Proper use of signals                                 | <input type="checkbox"/> |
| Three-point turn                                      | <input type="checkbox"/> |
| Familiar with roads                                   | <input type="checkbox"/> |
| Proper use of mirrors                                 | <input type="checkbox"/> |
| Able to reverse/Use spotters                          | <input type="checkbox"/> |
| Back into apparatus bay                               | <input type="checkbox"/> |
| Walk around vehicle and confirm it is safe to operate | <input type="checkbox"/> |

## Driver Test Certification

I certify that I have the above Driver Trainee competent in driving the above referenced apparatus. The trainee has successfully completed the Driver Training test. I recommend the trainee be submitted to the Board of Fire Commissioners as a Driver on this apparatus.

Print

Sign

Date

**Kelbray Fire Service Consultants, Inc.**  
**71 Murray Avenue**  
**Larchmont, N.Y. 10538**

# **INVOICE**

PROPOSAL: 2024-06102024-1  
DATE: JUNE 10, 2024

**To: CHIEF BRIAN FENSTER**  
**NORTH CASTLE FIRE DISTRICT #2**  
**400 BEDFORD ROAD**  
**ARMONK, N.Y. 10504**

**FOR: MOTOR PUMP OPERATIONS TRAINING-CONFIDENCE COURSE.**

| DESCRIPTION  | HOURS    | RATE      | AMOUNT     |
|--|----------|-----------|------------|
| DEVELOP, PREPARE, AND DELIVER A TRAINING PROGRAM ON A-MPO, (APPARATUS MOTOR PUMP OPERATIONS). A customized training program for Armonk Fire based upon N.Y. STATE training on motor pump operations criteria along with nationally recognized J.P.R.'S.<br><br>All students will be given a Certificate upon completion of training. | 1 Class@ | \$3900.00 | \$3,900.00 |

|  |  |  |              |                   |
|--|--|--|--------------|-------------------|
|  |  |  |              |                   |
|  |  |  | <b>TOTAL</b> | <b>\$3,900.00</b> |

Make all checks payable to: **Kelbray Fire Service Consultants, Inc.**