

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

August 12th, 2024

Constituting a quorum ready to transact business, the meeting 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
Edwin Schultz	Commissioner
Joseph McConnell	Secretary
Adam Ross	Treasurer

PUBLIC COMMENT

Town Councilman Jose Berra

- New Bristol Assisted Living agreement key points:
 - Bristol must eliminate non-emergency transportation calls.
 - Bristol cannot change the Fire Department flow chart/policies without notifying the Town and Fire Department.
 - Armonk Fire Department to provide the Town Planning Board with report on The Bristol performance every two years.
- Kings Street Energy Storage Facility – Town Board reviewing the contractors' comments for installing the facility.
- September 22nd, 2024 will be the "Jamie's 5K Run for Love" and Cider Donut Festival.

TREASURER REPORT (attached)

COMMUNICATIONS

- Town of North Castle advising Board of Fire Commissioners effective January 1, 2025, North Castle Residents will bill directly for hydrant maintenance.
- Kornfeld Rew, Newman & Simeone Attorneys that their hourly 2025 rate will be unchanged at \$300.00 per hour.

COMMITTEE REPORTS

House -Commissioners Fisher/Dushi

- Front entrance door to install in August.
- Company Social Room stove to install week of August 12th.
- A new roof leak located under ductwork to be repaired week of August 12th.
- Roof air conditioning condenser to be installed in August.
- Awaiting electrical contractor estimate for replacing fire house lighting with LED units.
- Exploring cost for renovating the firehouse radio room.

Truck/Equipment – Commissioner Fisher

- Rescue 85 waiting KME parts for bumper repair.
- Awaiting additional bids for the Maxim Engine 287.
- One bid received for the 2012 Chevy Suburban.

EMS – Commissioner Lombardi

- No updates were discussed.

CHIEFS REPORT (attached)

The Chief reported during the month of June there were 65 Fire calls, 48 EMS calls, and 42 False alarms for a total of 155 alarms.

OLD BUSINESS

-No additional old business was discussed.

NEW BUSINESS

July Minutes

-A motion made by Commissioner Lombardi, seconded by Commissioner Fisher to approve the July 8th, 2024, Regular Meeting minutes. All in favor

August Expenses

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to approve June payments totaling \$67,215.52. All in favor

Funds Transfer

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to move \$1,500.00 from Line 32 Account #A3410.40902 Equipment Repairs to Line 5 Account #A3410.40701 Training. All in Favor

Inspection Dinner Invitations

-The Board approved the use of paperless invitations for the September 28th Annual Inspection Dinner.

Apparatus Bay Door Safety Controls

-A motion was made by Commissioner Lombardi, seconded by Commissioner Fisher to accept Ridge Door Sales Co., Inc. proposal to install new photo eyes on 12 apparatus bay doors at \$400.00 per door or a total cost of \$4,965. All in favor.

Stayin Alive 5K Run.

-A motion was made by Commissioner Schultz, seconded by Commissioner Dushi to allow the Stayin Alive Committee to place a race sign on the fire house lawn and use the firehouse lobby October 1 from 6 to 8 P.M. for runners' race sign up. All in favor.

2016 Suburban Sale

-A motion made by Commissioner Lombardi, seconded by Commissioner Dehmer to accept Mr. John Coezza of Lake George, NY offer of \$301.00 for the 2016 Chevrolet Suburban. All in favor.

EMT Self Defense Course

-A motion made by Commissioner Dushi, seconded by Commissioner Schultz to approve an EMT self-defense course on August 26th, 2024, at a total cost of \$650.00. All in favor.

Car 2021 Use

-A motion made by Commissioner Dushi, seconded by Commissioner Lombardi to allow Second Lieutenant Matt Massoni use of Car 2021 August 15th – 17th while Chief Fenster is out of town. All in favor.

Bail Out Kits

-A motion made by Commissioner Schultz, seconded by Commissioner Dushi to purchase five bail out kits from AAA Emergency. All in favor.

Executive Session

-A motion made by Commissioner Fisher, seconded by Commissioner Dushi to enter executive session to discuss personnel matters at 9:02 P.M. All in favor

-A motion made by Commissioner Lombardi, seconded by Commissioner Fisher to exit executive session at 9:29 P.M. All in favor

There being no further business to transact, a motion made by Commissioner Schultz, seconded by Commissioner Lombardi adjourned the meeting at 9:35 P.M.

Sincerely,

Joseph P. McConnell
Fire District Secretary

Treasurer's Report

August 12, 2024

Final Payment Batch for July:	\$364,579.49
Total Deposits for July:	\$296,471.53
Number of check payments:	40
Number of EFT payments:	7

- **2024 NYS Tax Cap:** The worksheet to calculate the fire district's tax levy cap was calculated, see below.

Tax Levy Limit, Before Adjustments and Exclusions	
Real Property Tax Levy FYE 2024	\$1,833,165
Tax Cap Reserve Offset from FYE 2023 Used to Reduce FYE 2024 Levy	\$0
Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2024	—
Tax Base Growth Factor	1.0058
PILOTs Receivable FYE 2024	—
Tort Exclusion Amount Claimed in FYE 2024	\$0
Allowable Levy Growth Factor	1.0200
PILOTs Receivable FYE 2025	—
Available Carryover from FYE 2024	\$46
Tax Levy Limit Before Adjustments/Exclusions	\$1,880,719
Adjustments for Transfer of Local Government Functions	
Costs Incurred from Transfer of Local Government Functions	\$0
Savings Realized from Transfer of Local Government Functions	\$0
Total Adjustments	\$0
Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$1,880,719
Exclusions	
Tort Exclusion	\$0
Teachers' Retirement System Exclusion	\$0
Employees' Retirement System Exclusion	\$0
Police and Fire Retirement System Exclusion	\$0
Total Exclusions	\$0
Your FYE 2025 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$1,880,719

North Castle Fire District #2
Budget Transfer Request Form

August 12, 2024

Requestor: Adam Ross, District Treasurer

Action Requested: Budget Transfer

Date of Submission: August 12, 2024

	Line #	Account	Desc	Amount
To:	5	A3410.40701	Training	1,500.00
From:	32	A3410.40902	Equipment Repairs	1,500.00

Justification of Request

Funds are needed to cover current expenses and to provide additional funding for the rest of the year.

Approval by Board of Fire Commissioners:

Date: _____

First Motion: _____

Date: _____

Second Motion: _____

North Castle Fire District #2**Abstract of Claims**

August 2024

Check	Claimant	Amount
5292	AAA Emergency Supply Co.	\$ 2,773.55
5293	ABM Air Conditioning & Heating, Inc.	\$ 2,155.00
5294	Adam F. Ross	\$ 1,985.55
5295	Allclean Building Maintenance	\$ 3,600.00
5296	Amazon Capital Services	\$ 1,082.06
5297	Assoc. of Fire Districts Westchester Co.	\$ 400.00
5298	Better Water Well Systems, Inc.	\$ 439.00
5299	Boomers Gardening Inc.	\$ 1,353.96
5300	Bound Tree Medical, LLC	\$ 628.61
5301	Carpet Trends, Inc.	\$ 734.31
5302	Crown Trophy	\$ 614.85
5303	ESO Solutions, Inc.	\$ 7,621.70
5304	Fiscal Advisors & Marketing, Inc.	\$ 2,052.00
5305	Griffin,Coogan,Sulzer & Horgan, PC	\$ 423.52
5306	Henry Schein, Inc.	\$ 310.67
5307	Hopewell Fire Apparatus Service Co., Inc.	\$ 811.05
5308	Joseph McConnell	\$ 1,918.87
5309	Konica Minolta Business Solutions	\$ 12.00
5310	Mitchell Fuel	\$ 2,624.50
5311	Municipal Emergency Services, Inc.	\$ 619.08
5312	Network and Software Solutions, Inc.	\$ 757.50
5313	RBT CPAs	\$ 8,900.00
5314	RICOH USA, Inc	\$ 65.10
5315	RICOH USA, Inc.	\$ 215.00
5316	Robert B. Niedzwiedz	\$ 720.00

North Castle Fire District #2

Abstract of Claims

August 2024

Check	Claimant	Amount
5317	Starnet Emergency Services, Inc.	\$ 12,749.60
5318	Tire Buys	\$ 269.49
5319	Town of North Castle June Electric: \$2,253.65 June Gas/Repairs: \$1,910.39 July Gas/Repairs: \$1,582.80	\$ 5,746.84
5320	Verizon	\$ 307.99
5321	Verizon Wireless	\$ 142.57
5322	Westchester Health Medical, P.C.	\$ 1,172.16
5323	Zohar Tactical	\$ 650.00
EFT	Cardmember Service	\$ 619.26
EFT	CLEARFLY	\$ 134.91
EFT	Con Edison	\$ 174.33
EFT	Crystal Rock LLC	\$ 151.38
EFT	NYS Dept. of Taxation and Finance	\$ 420.94
EFT	Optimum	\$ 217.91
EFT	United States Treasury	\$ 1,640.26
Check Total		Batch Total
32		\$ 67,215.52

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2024

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
A1001 • Real Property Taxes				
A1001.1 • Budget Tax Money Rec'd	1,833,185.00	1,833,165.00	0.00	100.0%
Total A1001 • Real Property Taxes	1,833,185.00	1,833,165.00	0.00	100.0%
A2262 • Fire Protection Services Other				
A2262.1 • Banksville Ambulance Contract	19,000.00	20,000.00	-1,000.00	95.0%
Total A2262 • Fire Protection Services Other	19,000.00	20,000.00	-1,000.00	95.0%
A2401 • Interest and Earnings				
A2401.1 • Interest Earned	1,730.98	2,500.00	-769.04	69.24%
Total A2401 • Interest and Earnings	1,730.98	2,500.00	-769.04	69.24%
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			
A5031.5 • Transfer In from Reserve Fund B	120,000.00			
Total A5031 • Interfund Transfers	920,000.00			
RA2401 • Interest Earned - Res Fund A	393.70	0.00	393.70	100.0%
RB2401 • Interest Earned - Res Fund B	7,177.40	0.00	7,177.40	100.0%
TA50 • Foreign Fire Ins 2% Monies				
TA50.1 • 2% Monies	-277,113.76	0.00	-277,113.76	100.0%
TA50.2 • Foreign Insurance Rec'd	277,113.76	0.00	277,113.76	100.0%
Total TA50 • Foreign Fire Ins 2% Monies	0.00	0.00	0.00	0.0%
Total Income	2,810,566.01	1,856,665.00	953,901.01	151.38%
Gross Profit	2,810,566.01	1,856,665.00	953,901.01	151.38%
Expense				
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	20,416.69	35,000.00	-14,583.31	58.33%
.111 • FICA	3,093.86	5,750.00	-2,656.14	53.81%
.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	18,375.00	31,500.00	-13,125.00	58.33%
.170 • Temporary				
.101 • Data Entry Clerk	1,650.00	3,300.00	-1,650.00	50.0%
Total .170 • Temporary	1,650.00	3,300.00	-1,650.00	50.0%
Total A3410.1 • Personal Services	43,535.55	75,650.00	-32,014.45	57.63%
A3410.2 • Equipment				
.230 • Equipment Purchased	1,030,687.87	1,045,962.00	-15,274.13	98.54%

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2024

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Total A3410.2 - Equipment	1,030,687.87	1,045,962.00	-15,274.13	98.54%
A3410.4 - Contractual Expenditures				
.40050 - EMT Services	89,247.20	160,000.00	-70,752.80	55.78%
.40100 - Office Supplies				
.40101 - Postage	27.43	500.00	-472.57	5.49%
.40130 - Office Supplies - general	3,249.67	0.00	3,249.67	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%
Total .40100 - Office Supplies	3,352.10	7,250.00	-3,897.90	46.24%
.40200 - Travel Expenses				
.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%
Total .40200 - Travel Expenses	3,703.68	5,500.00	-1,796.32	67.34%
.40300 - Subscriptions				
A40302 Community Awareness	720.00	1,500.00	-780.00	48.0%
.40301 - Dues / Subscriptions	2,060.63	5,000.00	-2,939.37	41.21%
Total .40300 - Subscriptions	2,780.63	6,500.00	-3,719.37	42.78%
.40400 - Uniforms	4,062.62	10,000.00	-5,937.38	40.63%
.40500 - Public Drills & Inspections				
.40501 - Installation Dinner	0.00	18,000.00	-18,000.00	0.0%
.40502 - Awards	614.85	2,000.00	-1,385.15	30.74%
Total .40500 - Public Drills & Inspections	614.85	20,000.00	-19,385.15	3.07%
.40600 - Election Expense				
.40602 - Public/ Legal Notices	0.00	500.00	-500.00	0.0%
.40604 - Election Toller	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	7,742.72	13,000.00	-5,257.28	59.56%
.40703 - Consulting	2,092.50	0.00	2,092.50	100.0%
Total .40700 - Consultants	9,835.22	13,000.00	-3,164.78	75.66%
.40800 - Building and Grounds				
.40801 - Fuel, Light, Water	26,848.37	49,000.00	-22,151.63	54.79%
.40804 - Building & Grounds Improvement	1,648.60	145,000.00	-143,351.40	1.14%
.40805 - Building & Grounds Maintenance	58,272.64	90,000.00	-31,727.36	64.75%
.40806 - Maintenance Supplies	3,261.73	8,500.00	-5,238.27	38.37%
Total .40800 - Building and Grounds	90,031.34	292,500.00	-202,468.66	30.78%
.40900 - Fire Apparatus and Equipment				
.40901 - Tech Equipment	20,666.10	35,000.00	-14,333.90	59.05%
.40902 - Equipment Repair	34,138.68	70,000.00	-35,861.32	48.77%
.40903 - Gas, Oil, Lubricants	12,177.93	25,000.00	-12,822.17	48.71%
.40904 - Banksville Contract Share	0.00	7,000.00	-7,000.00	0.0%
.40905 - Medical Supplies	4,984.76	10,000.00	-5,015.24	49.85%
Total .40900 - Fire Apparatus and Equipment	71,967.37	147,000.00	-75,032.63	48.96%
.41000 - Fire Alarm System				
.41001 - Telephones	6,164.48	12,500.00	-6,335.52	49.48%
.41002 - Alarm Maintenance	3,405.42	5,500.00	-2,094.58	61.92%
Total .41000 - Fire Alarm System	9,569.90	18,000.00	-8,430.10	53.28%
.41100 - Hydrant Rentals	33,805.75	34,000.00	-194.25	99.43%

8:10 AM
08/11/24
Accrual Basis

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2
Profit & Loss Budget vs. Actual
January through July 2024

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
.41200 • Insurance				
.41202 • Public Liability & Prop Damage	63,387.03	64,500.00	-1,112.97	98.27%
.41204 • Other Insurance	33,743.82	35,500.00	-1,756.18	95.05%
Total .41200 • Insurance	97,130.85	100,000.00	-2,869.15	97.13%
.41300 • Legal and Auditing Fees				
.41301 • Audit Services Rendered	8,900.00	9,000.00	-100.00	98.89%
.41302 • Legal Fees	0.00	8,500.00	-8,500.00	0.0%
Total .41300 • Legal and Auditing Fees	8,900.00	17,500.00	-8,600.00	50.86%
Total A3410.4 • Contractual Expenditures	425,821.61	832,750.00	-406,928.49	51.13%
A9025.8 • Local Pension Fund				
.803 • Length Of Service Awards	4,875.00	54,475.00	-49,600.00	8.58%
.865 • LOSAP - Admin Fee	0.00	4,200.00	-4,200.00	0.0%
Total A9025.8 • Local Pension Fund	4,875.00	58,675.00	-54,000.00	7.97%
A9040.8 • Workers' Compensation				
.810 • Workmens Comp	26,816.00	28,000.00	-1,184.00	95.77%
Total A9040.8 • Workers' Compensation	26,816.00	28,000.00	-1,184.00	95.77%
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 & Accident Ins				
.806 • Medical Exams	4,682.73	25,000.00	-20,317.27	18.73%
Total A9060.8 • Hospital, Medical & Accident Ins	4,682.73	25,000.00	-20,317.27	18.73%
A9710.6 • Redemption of Bonds				
.611 • Serial Bond Prin Pyl	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%
Total Expense	2,100,504.54	2,918,127.00	-817,622.46	71.98%
Net Ordinary Income	710,061.47	-1,061,462.00	1,771,523.47	-66.9%
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 • LGRMIF 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	710,916.80	-1,060,962.00	1,771,878.80	-67.01%

Chief's Report to Board of Fire Commissioners August 2024

Calls:

During the month of July there were 65 fire calls and 48 ambulance calls for a total of 113 alarms. There were 42 false alarms for the month.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 26,325

2022: 2,715

2023: 43,550

Bristol

In working with the town board, planning board and the Bristol Lawyer, a new agreement / site plan was approved during this month's planning board meeting. It effectively removes the requirement for the Bristol to have an EMT on site 24x7. The agreement gives the FD the ability to work with the Bristol staff to reduce any patterns of non-emergency calls and if the situation is not resolved, the matter can be escalated to the building inspector / planning board for resolution.

Cascade System Grant

The grant from NYS and all associated paperwork has been fully executed at this time. We are now in the position to start to order the equipment and perform the necessary electrical installation. I would like to understand the next steps that the board would like to take in order to move the project forward.

EMS Class - Self Defense

We would like to hold a self defense class open to all members Monday August 26th 7pm (anyone not interested will do cleanup). The thought behind the class is several recent calls with EDPs that can quickly become violent. While we do typically have PD with us, there are times they are only following behind the ambulance. This would give members some ideas on how to defend themselves if needed. The cost for the class is \$650 and payment would be requested at the conclusion of the class.



Thanks
JT

Building

Can the board have someone look at the door jamb / lock catch of the Asst Chief's office as it is missing parts.

Equipment

I am requesting to replace one of our rehab coolers that has a broken handle with a larger 52 quart model with wheels. Please see attached for a recommendation.

I am requesting the board purchase 10 cooling hoodies (please see attached) to add to our rehab setup. These cooling hoodies (when wet) help cool down overheated personnel.

I am requesting the board purchase 10 additional bail out kits. We should shortly have (3) additional members going through FF1 and we do not have any spare bail out kits to issue.



Stayin' Alive, Inc
P.O. Box 104
Armonk, NY 10504
July 23, 2024

Board of Fire Commissioners

To Whom It May Concern:

We are in the process of planning the 11th Annual Stayin' Alive 5K Fun Run that will take place on October 5th, 2024 in the Windmill Community. Stayin' Alive is a 501(c)3 and our mission is to support the First Responders of Northern Westchester with potentially life-saving equipment that their budgets don't support.

We would like your permission to place a road sign promoting the event on your front lawn starting the week of August 12th.

Also, we'd like to host a pre-registration packet pick-up at the Armonk Fire Department on Tuesday, October 1st, from 6-8pm. As we did last year, we will be setting up a table inside the firehouse so that racers can pick-up their bibs and other items they will need for the race. This was extremely helpful to us the last few years.

We really appreciate the support that the Armonk Fire Department has given to Stayin' Alive, Inc.

Thank you in advance for your time!

Sincerely yours,

Michele Berliner
President and Co-Founder of Stayin' Alive