

MINUTES OF THE REGULAR MEETING

BOARD OF FIRE COMMISSIONERS

NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

October 14th, 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

Ernie Lombardi Commissioner

Edwin Schultz Commissioner

Joseph McConnell Secretary

Adam Ross Treasurer

PUBLIC COMMENT - None

TREASURER REPORT (attached)

COMMUNICATIONS

- Fr. Elias Villis email regarding member status.

COMMITTEE REPORTS

House -Commissioners Schultz/Fisher

- The elevator will need a new battery.
- NYS Power Authority will not reimburse the interior lighting conversion expense.
- Firehouse sprinkler system inspection November 12, 2024.
- Stanley Steamer cleaned the district office, social room and elevator rugs.
- Apparatus bay bathroom, radio room and social room kitchen tile floors cleaned by Stanley Steamer.
- Firehouse boiler serviced and turned on for winter season.

Truck/Equipment – Commissioner Fisher

- Hose and ladder testing scheduled for November 6th.
- Rescue 85 sent to body shop for bumper repair competition to take 30 days.
- Received \$5000.00 payment for Maxim Engine 287 and awaiting pick-up date.

EMS – Commissioner Lombardi

- Nothing to report.

CHIEFS REPORT (attached)

The Chief reported during the month of September there were 50 Fire calls, 46 EMS calls totaling 96 alarms. There were 35 false alarms.

OLD BUSINESS

-No old business discussed.

NEW BUSINESS

September Minutes

-A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to approve the September 9th, 2024, Regular Meeting minutes. All in favor.

October Expenses

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to approve October payments totaling \$139,842.64. All in favor.

Funds Transfer

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to move \$500.00 from A9040.810 Workers Comp to A3410.40101 Postage. All in favor.

Fund A Bank Account

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to open a new Fund A high yield savings account at Putnam County Savings Bank with Commissioners Fisher, Dehmer, Lombardi and Treasurer Ross as signatories. All in favor.

2025 Westchester EMS Contract

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to accept the Westchester EMS 2025 service proposal at a cost of \$153,418 annually/\$12,784.84 monthly which is a 0.28% increase over 2024. All in favor.

2025 Fire District Annual Inspection

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to hold the 2025 Fire District Inspection on Saturday October 4, 2025, followed by dinner at the Mount Kisco Country club. All in favor.

Fire District Board of Elections

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to appoint the 2024 Board of Election for the North Castle Fire District No. 2. All in favor.

WHEREAS Section 175-a of the Town Law provides for a system of registration for Fire District elections; and

WHEREAS a register of eligible Fire District voters must be prepared prior to the Fire District election; and

WHEREAS such register shall be prepared from names of persons who have registered with the Westchester County Board of Elections.

NOW, THEREFORE, BE IT RESOLVED that the following resident electors of the North Castle Fire District No. 2 are hereby appointed to constitute the North Castle Fire District No. 2 Board of Elections for the 2024 annual Fire District election:

Lynda Fisher _____ Chairman

Ryan Boyle _____ Election Inspector

Dawn Cano _____ Ballot Clerk

and be it further.

RESOLVED that the Chairman, Election Inspector(s) and Ballot Clerk(s) be compensated in the amount of \$75.00 for their services in preparing the registration records and the same sum for their service and attendance at the annual election; and be it further.

RESOLVED that in case any of the members appointed herein are unable or refuse to assume or perform the duties required of them, the Board of Fire Commissioners or the Secretary of the Fire District may appoint alternates who are resident electors; and be it further.

RESOLVED that, if clerical help is deemed necessary, the Board of Fire Commissioners delegates to the Chairman of the Board of Fire Commissioners the power to appoint such clerical help at a reasonable rate.

Revised SOGs for “Lockout/Tagout and WEMES”

– The Board table discussion on the two revised SOGs pending further investigation into the current process.

NYS Forestry Grant

– A Board requested the Chief to submit a request to the NYS Forestry Grant for eight (8) brush jackets.

Stayn-Alive Grant

– A Board requested the Chief to apply to the Stayn-Alive Foundation for funding to purchase a “strong arm” tool for the Utility at a cost not to exceed \$9,000.00.

Air Compressor System

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to purchase a Bauer Verticon #VEC13H-E3 Air Compressor System from AAA Emergency Supply Co. Inc. at a total cost of \$87,450.00 with the expense to be subsidized by a NYS CREST grant. All in favor.

Road Jack

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to purchase a Badland 3-ton off-road jack from Harbor Freight Liquidators at a cost not to exceed \$319.99. All in favor.

Firehouse Tree Trimming

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to accept Ramos & V Tree Care Service bid for trimming firehouse trees at a cost of \$2,800.00. All in favor.

Membership

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to accept Sarah Tillinger’s application to be an active firefighter from junior member. All in favor.

– A motion made by Commissioner Schultz, seconded by Commissioner Fisher to accept Lauren Lombardi’s application to an active EMT from a junior member. All in favor.

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to accept Anthony Dushi’s application as a junior member. All in favor.

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to accept Jeremy Loots application as a junior member. All in favor.

Probationary and Junior Uniforms

– The Board agreed to provide probationary members with white dress shirts, black tie, black dress shoes and a generic badge. The probationary member will be responsible for providing black pants.

– The Board agreed to provide junior members with a blue polo shirt and black BDU pants.

AFD Member Vehicle Plates

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to purchase fifty (50) AFD inscribed vehicle plates for members at a cost of \$408.50. All in favor.

There being no further business to transact, a motion made by Commissioner Schultz, seconded by Commissioner Lombardi to adjourn the meeting at 10:15 P.M.

Sincerely,

Joseph P. McConnell
Fire District Secretary

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
A2282 - 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	2,354.51	2,500.00	-145.49	94.18%
Total A2401 - Interest and Earnings	2,354.51	2,500.00	-145.49	94.18%
A2680 - Insurance Recoveries	24,491.95	0.00	24,491.95	100.0%
A2705 - Gifts and Donations				
A2705.2 - Misc - Bldg usage for voting	1,800.00	750.00	1,050.00	240.0%
A2705 - Gifts and Donations - Other	0.00	250.00	-250.00	0.0%
Total A2705 - Gifts and Donations	1,800.00	1,000.00	800.00	180.0%
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%
A6031 - Interfund Transfers				
A6031.4 - Transfer In from Reserve Fund A	800,000.00			
A6031.5 - Transfer In from Reserve Fund B	120,000.00			
Total A6031 - Interfund Transfers	920,000.00			
RA2401 - Interest Earned - Res Fund A	450.23	0.00	450.23	100.0%
RB2401 - Interest Earned - Res Fund B	10,142.35	0.00	10,142.35	100.0%
TA50 - Foreign Fire Ins 2½ Monies				
TA50.1 - 2½ 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 2½ Monies	0.00	0.00	0.00	0.0%
Total Income	2,816,411.04	1,856,665.00	959,746.04	151.69%
Gross Profit	2,816,411.04	1,856,665.00	959,746.04	151.69%
Expense				
A1930 - Judgement and Claims				
.41 - Refund Of Taxes	423.52	5,000.00	-4,576.48	8.47%
Total A1930 - Judgement and Claims	423.52	5,000.00	-4,576.48	8.47%
A3410.1 - Personal Services				
.110 - Treasurer	26,250.03	35,000.00	-8,749.97	75.0%
.111 - FICA	-4,004.87	5,750.00	-1,745.13	89.65%
.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	23,625.00	31,500.00	-7,875.00	75.0%
.170 - Temporary				
.101 - Data Entry Clerk	2,475.00	3,300.00	-825.00	75.0%
Total .170 - Temporary	2,475.00	3,300.00	-825.00	75.0%
Total A3410.1 - Personal Services	56,354.90	76,550.00	-19,195.10	74.59%
A3410.2 - Equipment				
.230 - Equipment Purchased	1,034,408.40	1,045,962.00	-11,553.60	98.9%
Total A3410.2 - Equipment	1,034,408.40	1,045,962.00	-11,553.60	98.9%
A3410.4 - Contractual Expenditures				
.40050 - EMT Services	114,746.40	160,000.00	-45,253.60	71.72%
.40100 - Office Supplies				

TOWN OF NORTH CASTLE FIRE DISTRICT NO. 2

Profit & Loss Budget vs. Actual

January through September 2024

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
.40101 • Postage	920.64	500.00	420.64	184.13%
.40130 • Office Supplies - general	3,504.50	0.00	3,504.50	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	4,500.14	7,250.00	-2,749.86	62.07%
.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	60.02%
Total .40200 • Travel Expenses	3,703.68	6,500.00	-1,796.32	57.34%
.40300 • Subscriptions				
A40302 Community Awareness	720.00	1,500.00	-780.00	48.0%
.40301 • Dues / Subscriptions	2,767.43	5,000.00	-2,232.57	55.35%
Total .40300 • Subscriptions	3,487.43	6,500.00	-3,012.57	53.65%
.40400 • Uniforms	4,736.57	10,000.00	-5,263.43	47.37%
.40500 • Public Drills & Inspections				
.40501 • Installation Dinner	18,361.42	18,000.00	381.42	102.12%
.40502 • Awards	1,277.17	2,000.00	-722.83	63.86%
Total .40500 • Public Drills & Inspections	19,658.59	20,000.00	-341.41	98.29%
.40600 • Election Expense				
.40602 • Public/ Legal Notices	317.15	500.00	-182.85	63.43%
.40604 • Election Teller	800.00	1,000.00	-200.00	80.0%
Total .40600 • Election Expense	1,117.15	1,500.00	-382.85	74.48%
.40700 • Consultants				
.40701 • Training	9,112.72	14,500.00	-5,387.28	62.85%
.40703 • Consulting	4,144.50	0.00	4,144.50	100.0%
Total .40700 • Consultants	13,257.22	14,500.00	-1,242.78	91.43%
.40800 • Building and Grounds				
.40801 • Fuel, Light, Water	33,946.12	49,000.00	-15,053.88	69.28%
.40804 • Building & Grounds Improvement	78,607.39	145,000.00	-66,392.61	54.25%
.40805 • Building & Grounds Maintenance	74,027.59	90,000.00	-15,972.41	82.25%
.40806 • Maintenance Supplies	4,248.54	8,500.00	-4,251.46	49.98%
Total .40800 • Building and Grounds	190,809.64	292,500.00	-101,690.36	65.26%
.40900 • Fire Apparatus and Equipment				
.40901 • Tech Equipment	22,982.60	35,000.00	-12,037.40	65.61%
.40902 • Equipment Repair	42,729.10	68,500.00	-25,770.90	62.38%
.40903 • Gas, Oil, Lubricants	13,343.68	25,000.00	-11,656.32	53.38%
.40904 • Banksville Contract Share	0.00	7,000.00	-7,000.00	0.0%
.40905 • Medical Supplies	6,279.04	10,000.00	-4,720.96	52.79%
Total .40900 • Fire Apparatus and Equipment	84,314.42	145,500.00	-61,185.58	57.95%
.41000 • Fire Alarm System				
.41001 • Telephones	8,134.86	12,500.00	-4,365.14	65.08%
.41002 • Alarm Maintenance	3,405.42	5,500.00	-2,094.58	61.02%
Total .41000 • Fire Alarm System	11,540.28	18,000.00	-6,459.72	64.11%
.41100 • Hydrant Rentals				
.41100 • Hydrant Rentals	33,805.75	34,000.00	-194.25	99.43%
.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	2,760.00	8,500.00	-5,740.00	32.47%
Total .41300 • Legal and Auditing Fees	11,660.00	17,500.00	-5,840.00	66.63%

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Total A3410.4 • Contractual Expenditures	594,516.12	832,750.00	-238,233.88	71.4%
A8025.8 • 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	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	548.33	200.00	348.33	274.17%
Total A9050.8 • Unemployment Insurance	548.33	200.00	348.33	274.17%
A9060.8 • Hospital, Medical & Accident Ins				
.806 • Medical Exams	5,303.81	25,000.00	-19,696.19	21.22%
Total A9060.8 • Hospital, Medical & Accident Ins	5,303.81	25,000.00	-19,696.19	21.22%
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	48,875.00	48,875.00	0.00	100.0%
.755 • Greene County Bond Interest	4,463.75	8,115.00	-3,651.25	55.01%
Total A9710.7 • Interest on Bonds	53,338.75	56,990.00	-3,651.25	93.59%
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			
RB9901 • Transfer from Reserve Fund B				
.920 • Transfer to General Fund	120,000.00			
Total RB9901 • Transfer from Reserve Fund B	120,000.00			
Total Expense	3,226,416.83	2,918,127.00	308,289.83	110.57%
Net Ordinary Income	-410,005.79	-1,061,462.00	651,456.21	38.63%
Other Income/Expense				
Other Income				
A2865 • Sales of Equipment	301.00	0.00	301.00	100.0%
A2701 • Refunds of Prior Year's Expense	2,400.07	500.00	1,900.07	480.01%
A2706 • Grants from Local Governments				
.50 • LGRMF Grant	1.26			
Total A2706 • Grants from Local Governments	1.26			
Total Other Income	2,702.33	500.00	2,202.33	540.47%
Net Other Income	2,702.33	500.00	2,202.33	540.47%
Net Income	-407,303.46	-1,060,962.00	653,658.54	38.39%

North Castle Fire District #2
Budget Transfer Request Form

October 14, 2024

Requestor: Adam Ross, District Treasurer

Action Requested: Budget Transfer

Date of Submission: October 14, 2024

	Line #	Account	Desc	Amount
To:	19	A3410.40101	Postage	500.00
From:	5	A9040.810	Workers Comp	500.00

Justification of Request

Transfer needed to cover cost of stamped envelopes order.

Approval by Board of Fire Commissioners:

Date: _____

First Motion: _____

Date: _____

Second Motion: _____

Chief's Report to Board of Fire Commissioners

October 2024

Calls:

During the month of September there were 50 fire calls and 46 ambulance calls for a total of 96 alarms. There were 35 false alarms for the month.

Apparatus:

The mileage on the Chief cars are as follows:

2021: 28,296
2022: 4,933
2023: 45,318

The passenger side pole light on E-288 does not appear to be working.

Car 2021 will be going to Mt. Kisco Chevy for an oil leak Tue Oct 15th.

Cascade System Grant

We have received the updated quote from AAA for the cascade machine and should be ready to order. The estimate from AAA is 8-10 weeks to receive equipment from when order is placed. We should also finalize and install the electrical outlets as needed once the unit is ordered.

Apparatus Bay / Lockers

I would like to discuss the possibility of reconfiguration the apparatus bays as follows: All EMS only personnel and all ambulances would be located in the far bays (so all 3 ambulances would be together). We would then shift U-82 and firefighters to the lockers currently located behind the first due ambulance. We could try this out and if it doesn't work, we can always shift back to how it is today.

Uniforms

I would like to propose that the uniform committee consider putting together a few options for attire specifically for our junior and probationary members. These would be suitable for events like inspection, parades, and other formal occasions. Having

designated options would help ensure that these members are appropriately dressed for such events while maintaining a consistent and professional appearance.

Lockout / Tagout SOG

Please take a look at the attached Lockout / Tagout SOG for inclusion in our SOGs. We will then place the recently acquired LO/TO kit on R85 and we should consider acquiring an additional LO/TO kit for E286.

WEMS SOG

Please take a look at the attached updated SOG to be sent to WEMS and placed in the day room for reference by our WEMS EMT staff.

Stayin Alive 5K Grant

The Staying Alive 5K was recently held and applications for a grant are open for 2024. We are thinking of applying for a grant to cover additional brush fire ppe. Specifically brush fire jackets. An example jacket is attached to the report.

Misc

I will be away Nov 1 - 3 and Nov 8 - 11. I plan to leave the car with Captain Vataj.

Brian Fenster

Chief of Department