

**MINUTES OF THE REGULAR MEETING**  
**BOARD OF FIRE COMMISSIONERS**  
**NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY**

**May 12, 2025**

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

William Fisher	Chairman
Ernie Lombardi	Commissioner
Edwin Schultz	Commissioner
Joseph McConnell	Secretary
Adam Ross	Treasurer

**PUBLIC COMMENT** – No Public Comments

**TREASURER REPORT (attached)**

**COMMUNICATIONS**

- Westchester Board of Elections June 24, 2025, Primary Election use of facility
- Paul Burns request to use Firehouse social room June 7, 2025, for baptismal party
- STAYIN'ALIVE 5K Fun Run Race use of facility.
- VFIS Claims Management with a \$19,954.26 check for additional water damage repairs on a claim filed March 14, 2023.

**COMMITTEE REPORTS**

House -Commissioners Schultz

- Awaiting estimates for repairing various apparatus floor exterior doors.
- Awaiting estimate to repair uneven front sidewalk.
- Ordered Stryker Stretcher replacement batteries.

Truck – Commissioner Fisher

- Signed contract with Seagrave for Tanker 9 with a delivery after June 2028.
- 51B1 trouble shooting steering issue.

EMS – Commissioner Lombardi

- Ambulance 51B2 new portable suction installed.
- EMS Day scheduled for May 18<sup>th</sup>, 2025, at Armonk Square
- In A Heartbeat, Inc. Event to be held in firehouse June 19<sup>th</sup>, 2025.

**CHIEFS REPORT (attached)**

The Chief reported during the month of April there were 34 Fire and 42 EMS calls totaling 76 alarms. There were 29 false alarms.

**OLD BUSINESS**

*Stairwell Occupancy Light Control*

- The Board tabled a decision until the June Board meeting.

**NEW BUSINESS**

*April Minutes*

-A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to approve April 14, 2025, Regular Meeting minutes. All in favor.

*May Expenses*

– A motion made by Commissioner Lombardi, seconded by Commissioner Schultz to approve April payments totaling \$189,246.30. All in favor.

*Funds Transfer*

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to make the following account transfers. All in favor.

Account #	Description	\$Amount
<b>To</b>		
A3410.41302	Legal/Audit Fees	\$ 500.00
Total		\$ 500.00
<b>From</b>		
A3410.40901	Other Insurance	\$ 500.00
Total		\$ 500.00

**Putnam County Savings Bank Internal Funds Transfer**

– A motion made by Commissioner Schultz, seconded by Commissioner Lombardi to transfer \$225,104.53 from the District PCSB checking account #8705000060 to the District PCSB savings account # 5152001532 a higher interest rate on the funds. All in favor.

### ***2025 Banksville EMS Contract Funds to the Fire Company***

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to transfer \$7,875.00 (35%) of the annual Banksville EMS contract (\$22,500.00) with the Fire District to the Armonk Fire Company. All in favor.

### ***Firehouse Interior Painting***

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to accept Ivkovic Painting, Inc proposal to paint the firehouse radio room window and door frame (\$1,000.00) and first floor hallway and door frames (\$7,000.00). All in favor.

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to accept Kevin Roberts Painting & Design proposal to paint the firehouse men's and women's bunk rooms at a total cost of \$4,790.00. All in favor.

### ***Firehouse Window Cleaning***

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz accept Legacy S. Windows, LLC proposal to clean the firehouse windows at a cost of \$2,800.00. All in favor.

### ***Member Request for Social Room Use***

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to allow Firefighter Paul Burns the use of the Firehouse Social Room on June 7, 2025, for a baptismal party. All in favor.

### ***STAYIN' ALIVE 5K ROAD RACE***

-A motion was made by Commissioner Lombardi, seconded by Commissioner Schultz to allow Stayin' Alive to place a road sign on the firehouse front lawn the week of August 11<sup>th</sup>, 2025, and use the Firehouse lobby for the 5 K pre-registration race packet pickup on Tuesday September 30<sup>th</sup> from 6-8 pm. The organizers are required to provide a certificate of insurance. All in favor.

### ***Chief's Plaque***

- Commissioner Lombardi volunteered to investigate the cost of updating the Firehouse Chief plaque and report back to the Board at the June regular meeting.

### ***SOG #2.15 Refilling SCBA Cylinders/Cascade System Operations***

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to accept the Chief's standard operating guidelines proposal for refilling SCBA Cylinders/Cascade System Operations. All in favor.

### ***Armonk Fire Department Junior Program Guidelines***

-A motion was made by Commissioner Schultz, seconded by Commissioner Lombardi to accept the Chief's proposed guidelines for the AFD Junior Program. All in favor.

***2025 Parade Season Schedule***

-A motion was made by Commissioner Fisher, seconded by Commissioner Lombardi to approve the Chief's request to participate in the May 30, 2025, Pleasantville Fire Department Parade and June 4, 2025, Katonah Fire Department Parade with Engine 286, 287, Utility 82 and Ambulance 51B1. All in favor.

There being no further business to be carried out, a motion made by Commissioner Schultz, seconded by Commissioner Lombardi to adjourn the meeting at 8:55 P.M. All in favor.

Sincerely,

Joseph P. McConnell  
Fire District Secretary

# Chief's Report to Board of Fire Commissioners

## May 2025

### Calls:

During the month of April there were 34 fire calls and 42 ambulance calls for a total of 76 alarms. There were 29 false alarms for the month.

### Apparatus:

The mileage on the Chief cars are as follows:

2021: 35,535

2022: 12,354

2023: 52,117

### Cascade Grant

Training on the new cascade machine by AAA was completed last month. We had over 20 members trained by AAA.

All SCBA bottles (that needed to be upgraded) were upgraded with RFID chips and loaded into the Bauer software.

Accounts within the Bauer software have been created for all trained members, so they can utilize the tablet to scan / log each SCBA fill. We will be doing training on how to use the tablet in the near future.

Please review / approve the attached SOG for usage of the SCBA fill station.

### Junior Members:

Please review the attached document. If approved, it will be shared with all current and future junior members to outline ongoing expectations.

### Stayin Alive Letter:

Please review the attached letter from Michelle Berliner in regards to the Stayin Alive Charity 5K for 2025.

## Equipment:

I would like to request the installation of an additional hose line to support apparatus / floor cleanup and washing operations. During cleanup events, both of the existing hose lines are frequently in use, while other members are waiting to use them.

It appears a suitable location for the additional hose line would be on the water line beneath the staircase near E-287. This setup should allow for convenient access and minimal installation costs.

A recent audit of all the firegear / helmets has been completed and we will be replacing member's expired gear using what is in spare inventory as well as acquiring new gear as needed.

## Access to Kensico / NYC DEP

The assistant chiefs and I recently met with the DEP and toured all of the boat ramps on the Kensico Reservoir, followed by an on-water tour of the entire reservoir. We appreciate the DEP's efforts in cleaning up and widening the boat ramp at Route 22 and 120.

Following our visit, I sent a letter to the DEP requesting access to the boat ramp gates and guidance on how we can conduct training using our boat on the reservoir. As of now, I have not received a response.

Thank you

Brian Fenster

Chief of Department

## **#2.15 - Refilling SCBA Cylinders / Cascade System Operation**

*Revision Date: 3/30/2025*  
Standard Operating Guideline

### **Purpose**

To establish the Armonk Fire Department policies regarding the refilling of SCBA cylinders and the use of the Bauer compressor and cascade fill station.

### **Scope**

Applies to all firefighters of the Armonk Fire Department

### **Guideline**

#### *General Information:*

1. Only full members of the Armonk Fire Department (no Junior members) who have been trained and approved by the chief, may operate the cascade system and refill SCBA cylinders.
2. All system connections and knobs should be tightened to finger-tight strength only. Over-tightening may result in damage to valves and related components.
3. If you do not have time or the training to fill SCBA cylinders, place them in the storage rack next to the fill station, with the cylinder gauge facing down. This will indicate to other trained members that those cylinders need to be checked / filled.

#### *Compressor Operation:*

1. The Bauer compressor should be in “standby” mode with no error messages present on the display screen. If any errors are present, do not use the system and notify an officer.
2. Familiarize yourself with the emergency stop button located on the control panel attached to the compressor or the remote control panel mounted to the top of the fill station. If you believe a malfunction has occurred and the touchscreen shutdown button is not working, push the emergency stop button to shutdown the compressor and notify an officer.
3. During cleanups, the condensate bucket located next to the compressor should be checked / emptied.

### *Inspect Cylinders*

1. Each SCBA cylinder must be visually inspected before filling to check for cracks, damage, and overall condition. The threads should also be examined. If any damage is found, **DO NOT** fill the cylinder.
2. Date of manufacture must be less than **15 years** and the last hydrostatic testing date must be less than **5 years** before filling can be done. Cylinders with a manufacture date of less than **5 years**, would not need to have an updated hydrostatic testing date. This applies to both cylinders owned by the Armonk FD as well as by other agencies.
3. If filling an Armonk FD owned SCBA cylinder, please review the directions / procedures related to the RFIDpro and the recording and verification of the fill data.
4. If filling an SCBA cylinder owned by another agency, it is the responsibility of that agency to record the fill data following their own procedures.

### *Fill Station / Compressor Safety / Maintenance*

1. Follow all manufacturer recommended instructions as posted on the fill station itself.
2. Hearing protection is strongly recommended when using the fill station.
3. Hearing protection is required, if you have a need to be in the compressor room and the compressor is running.
4. A Bauer authorized dealer will service the entire system once a year or more often if needed.

### *Recording SCBA fill data / RFIDPro*

1. All trained and approved firefighters will be issued a login to the RFIDPro application by the chief.
2. Use the tablet located on top of the SCBA fill station to access the RFIDPro application.
3. Launch the RFIDPro app and log in with your credentials.
4. Use the application / tablet to scan the SCBA cylinder(s) you are filling.
5. When prompted, inspect each cylinder for overall condition and check that the threads are in good condition.
6. Acknowledge the inspection within the RFIDPro software to proceed.
7. The software will automatically check each cylinder's hydrostatic test date and end-of-life date.
8. If a cylinder is expired or fails inspection, RFIDPro will advise not to fill the cylinder.
9. Do not fill any cylinder flagged as expired or damaged.
10. Place any expired or damaged cylinders in the vendor room for repair or testing.
11. If the RFIDPro system is unavailable or not functioning, switch to the manual paper log.

12. On the paper log, record the date, cylinder serial number, and firefighter name who is filling the cylinder.
13. Manually inspect each cylinder for condition and verify that the hydrostatic test date and end-of-life date are valid before filling.

### *Filling SCBA Cylinders*

1. Make sure all cascade storage and containment fill station knobs are in the closed position.
2. For any cylinder to be filled, the cylinder inspection / SCBA fill data recording steps must first be completed.
3. Open the fill station door and insert up to (3) SCBA cylinders to be filled. They must all be 4500 PSI cylinders, the capacity of them does not matter (30 vs 45 min etc..) nor the amount of air left in each one. You do not need to fully empty a cylinder to refill it.
4. If filling an Armonk FD-owned SCBA cylinder, follow the steps outlined in the 'Recording SCBA Fill Data' section. For SCBA cylinders owned by another agency, it is their responsibility to record the fill data according to their own procedures
5. **DO NOT** fill any cylinders that do not meet the inspection criteria or have a do not fill message within the RFIDpro software. Any cylinder that does not pass inspection, should be placed in the vendor pickup room to be repaired / tested by AAA or returned to the agency that owns it.
6. Attach the fill hose (verify the fill hose has an o-ring) to each cylinder to be filled (finger tight only) and make sure the bleeder valve on each fill hose is closed (also finger tight).
7. Open each SCBA cylinder fully and verify the corresponding gauge on the fill station shows the expected amount of pressure left in each cylinder. If the cylinder is completely empty, the gauge should read zero.
8. On the fill station control panel, open the storage bank that has the lowest remaining pressure. If all storage banks have the same pressure remaining, pick any of them.
9. Note the storage bank selected must have more pressure in it, then the lowest remaining pressure of any cylinder you wish to fill.
10. Verify the inlet pressure on the fill station matches the pressure of the storage bank that was opened.
11. **NOTE:** The filling pressure has been preset to just above 4500 PSI and there is no need to adjust it. The adjustment knob has been removed. If there is a need to adjust the filling pressure, please see the chief.
12. Slowly open the containment fill station knob for each SCBA cylinder you wish to fill. The knob should only need to be opened very little, so we fill slowly to avoid hot filling. Aim should be to fill at a rate of 500-750 PSI per minute.

13. If the storage cylinder pressure falls below the amount needed to complete the filling, close that storage cylinder and select the next lowest storage bank to continue filling. Keep doing this step, until all SCBA cylinders are filled. This is known as cascading.  
Note: The compressor should kick on and start to fill storage cylinders if they fall below 5000 PSI and stop when all storage cylinders have all reached 6000 PSI. There is no need to stop filling SCBA cylinders during this process.
14. Once all SCBA cylinders are full, close all storage bank knobs and containment fill station knobs (finger tight)
15. Open the fill station door and close the knob on each SCBA cylinder. Note the cylinders may be warm. If cylinders are hot to the touch, it is likely the cylinders were filled too quickly and careful observation of the pressure within the cylinder should be noted once they cool down. The cylinder may need to be filled again (slowly) to make sure it is full.
16. Slowly open the bleeder knob on each fill hose to release any remaining pressure in the lines. The bleader knob should then be closed (finger tight).
17. Disconnect the fill hose from each cylinder and follow these procedures again, if more SCBA cylinders need to be filled. If no more cylinders need to be filled, store the fill hoses carefully in their storage holders and close the fill station door.
18. Verify all fill station storage and containment knobs are in the closed position. The compressor will make sure all storage banks are full and return / remain in standby mode.
19. Place the full SCBA cylinders back on apparatus as needed, or place in the storage rack with the gauge facing up (indicating they are full)

## Armonk Fire Department Junior Program Guidelines

Welcome to the Armonk Fire Department Junior Program! This structured program provides opportunities for young members to gain valuable experience through calls, training, drills, special events, and department activities. Your participation is essential to your growth and preparedness as a future firefighter or EMT.

Below are the expectations and guidelines for your involvement in the program.

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### Participation Expectations

#### Emergency Calls

While junior members cannot ride on apparatus until they are 17 and have completed either Firefighter 1 (FF1) or an EMT course, there is still much you can do at the firehouse. You are encouraged to:

- Attend as many calls as possible.
- Listen to radio transmissions and learn how emergency communications work.
- Familiarize yourself with ESO and other required documentation for calls.
- Explore the compartments of apparatus, ask questions about the tools, and learn their functions.
- Engage with other members and officers to build relationships and enhance your knowledge.

These experiences will prepare you for active response roles in the future.

#### Drills & Clean-Ups

Your full participation in department drills and clean-ups is expected. While attending:

- Stay engaged for the entire duration of the event.
- Seek out additional assignments after completing a task.
- Address any concerns with an officer.
- Never perform a task you are uncomfortable with—your safety and well-being come first.

#### Fire Department Work Details

Special projects, station clean-ups, and other department work details will arise from time to time. You are encouraged to take part in these activities whenever possible and contribute fully.

#### Special Events

The department hosts and participates in various events, such as:

- School visits to the firehouse.
- EMS Day in Armonk Square.
- Fire safety presentations at local schools and youth programs.

These events are an excellent opportunity to interact with the community, and you are strongly encouraged to participate, especially in activities involving children.

### **Parades**

A schedule of parades in which the Armonk FD is participating is posted in the radio room. You are encouraged to attend all parades, and transportation will be provided from the firehouse. A Jr. Member uniform will be provided, please see an officer for more information.

### **Annual Inspection**

The Armonk Fire Department holds its annual inspection in the fall, typically in late September or early October on a Saturday evening. Junior members are strongly encouraged to:

- Attend in a Junior uniform or, if unavailable, a dark-colored suit or similar appropriate attire.
- Participate in pre-inspection clean-ups during the week leading up to the event.

For the exact date of the next inspection, please check with an officer or the chief.

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## **General Guidelines**

### **Dress Code**

Proper attire is required for all fire department activities:

- If a uniform is needed, you will be notified in advance.
- For drills, clean-ups, and work details, wear appropriate footwear and work-friendly clothing.
- Avoid wearing anything offensive or inappropriate.

### **Use of Phones**

The use of personal communication devices should be minimal during fire department activities. Essential communication is allowed but must be brief and should not interfere with your participation.

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By actively engaging in the Junior Program, you will gain essential knowledge, skills, and experience to prepare for future roles in fire and emergency services. We look forward to seeing your dedication and enthusiasm as a valued member of the Armonk FD team!

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# Treasurer's Report

May 12, 2025

Final Payment Batch for April:	\$202,018.24
Total Deposits for April:	\$175,000.00
Number of check payments:	31
Number of EFT payments:	7
Number of Wire payments:	0

- **Budget Modification:** Request needed to cover additional insurance premium invoice(s).
- **Tax Revenue Received:** The Town of North Castle wired \$1,715,719.00 on 5/2 for the remaining 2025 tax revenue.
- **Banksville Contract:** We received the budgeted \$22,500.00 revenue from the town for servicing Banksville.
- **2024 Financial Audit:** Waiting on final comments and draft financials.

# North Castle Fire District #2

## Abstract of Claims

May 2025

Check	Claimant	Amount
5575	AAA Emergency Supply Co.	\$ 986.00
5576	Adam F. Ross	\$ 2,104.42
5577	Allclean Building Maintenance	\$ 3,200.00
5578	Amazon Capital Services	\$ 109.40
5579	Better Water Well Systems, Inc.	\$ 439.00
5580	Boomers Gardening Inc.	\$ 2,206.00
5581	Bound Tree Medical, LLC	\$ 1,569.78
5582	Easy Badges, LLC	\$ 359.00
5583	Henry Schein, Inc.	\$ 565.34
5584	Hometown Benefits, Inc.	\$ 5,090.85
5585	Hopewell Fire Apparatus Service Co., Inc.	\$ 1,481.65
5586	Joseph McConnell	\$ 2,132.09
5587	Kevin Roberts Painting & Design	\$ 5,275.00
5588	Kinsley Group, Inc.	\$ 540.50
5589	Konica Minolta Business Solutions	\$ 12.00
5590	MES Service Company, LLC	\$ 255.50
5591	Mitchell Fuel	\$ 1,557.01
5592	Network and Software Solutions, Inc.	\$ 520.00
5593	Northeast Radiology, P.C.	\$ 225.00
5594	Precision Roofing Inc.	\$ 7,450.00
5595	Reliant Fire Hose Testing Inc.	\$ 1,300.00
5596	RICOH USA, Inc.	\$ 215.00
5597	Starnet Emergency Services, Inc.	\$ 12,784.83

# North Castle Fire District #2

## Abstract of Claims

May 2025

Check	Claimant	Amount
5598	Town of North Castle March Electric: \$3,194.51	\$ 3,194.51
5599	Verizon	\$ 323.42
5600	Verizon Wireless	\$ 142.57
5601	Westchester Health Medical, P.C.	\$ 1,446.16
5602	Greene County Commercial Bank	\$ 128,651.25
EFT	Cardmember Service	\$ 335.90
EFT	CLEARFLY	\$ 134.57
EFT	Con Edison	\$ 2,004.00
EFT	Crystal Rock LLC	\$ 101.42
EFT	NYS Dept. of Taxation and Finance	\$ 437.71
EFT	Optimum	\$ 221.92
EFT	United States Treasury	\$ 1,874.50
Check Total		Batch Total
28		\$ 189,246.30

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

**May 12, 2025**

**Requestor:** Adam Ross, District Treasurer

**Action Requested:** Budget Transfer

**Date of Submission:** May 12, 2025

	<b>Line #</b>	<b>Account</b>	<b>Desc</b>	<b>Amount</b>
To:	38	A3410.41302	Legal/Audit Fees	500.00
From:	37	A3410.40901	Other Insurance	500.00

**Justification of Request**

Requested budget transfer to cover additional expenses to 'Other Insurance'

Approval by Board of Fire Commissioners:

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

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

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

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