

April 25th, 2017

On April 25th, 2017, The Millwood Board of Fire Commissioners held their regular monthly Meeting at 7pm at Station No. 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Alan Schapiro, Dan Puszka, Anthony Olenik, Jason Lichtenthal, Michael Wolfensohn, Secretary Paul Michael Marinello, District consultant Joe McConnell, Treasurer Rose Cohen, Chief Jorge Rodrigues, 1st Assistant Chief Frank Nestro, Ex-Chief Greg Santone and several local residents.

Chairman Schapiro called the meeting to order.

Public Comment

Vincent Xavier, Site Development Manager for Homeland Towers presented the Company's proposal for erecting a cell tower at Station 1. The presentation was followed by a question and answer session for the attending public.

Chairman Schapiro made a motion to enter an executive session regarding a legal matter Seconded by Commissioner Puszka, All in Favor. The time is 8:07 pm.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Puszka, All in Favor. The time is 8:22 pm

Chief's Report by Chief Greg Santone, attached.

Commissioner Puszka made a motion to purchase fire hose from AAA Emergency at a cost of \$1,972.00. Seconded by Commissioner Schapiro. All in Favor. PO # 197

Commissioner Puszka made a motion to purchase 14 over size vests at a cost not to exceeded \$500.00 from MES. Seconded by Commissioner Wolfensohn. All in Favor. PO # 198

Commissioner Puszka made a motion to purchase under the Permissive Referendum a gas meter for Rescue 36 at a cost of \$1,025.00. Seconded by Commissioner Wolfensohn. All in Favor. PO # 199.

Commissioner Puszka made a motion to purchase under a gas meter for Utility 44 at a cost of \$1,025.00. Seconded by Commissioner Wolfensohn. All in Favor. PO # 200.

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Commissioner Puszka made a motion to purchase 3 updated Chief Helmet Fronts for a cost not to exceed \$450.00. Seconded by Commissioner Lichtenthal. All in Favor. PO#201

Commissioner Puszka made a motion to approve Chris Doyle for active membership as a Class "A" Firefighter pending a physical and arson check. Seconded by Commissioner Lichtenthal. All in Favor.

Commissioner Puszka made a motion to approve Max Brickman for active membership as a Class "A" Firefighter pending a physical and arson check. Seconded by Commissioner Lichtenthal. All in Favor.

Commissioner Schapiro asked the Chief in the future to seek approval stationary (\$403.00) and business cards (\$98.00).

The Board discussed the use of Explorer's as Stewards for events held at the Firehouse. It was decided the Explorer's should be accompanied by an adult Steward at the events.

The Board was advised the designer chosen for developing a Firehouse Coloring Book was unavailable and the District should seek an alternate designer.

The Board discussed upgrading Station 2 cable service to match Station 1. Commissioner Wolfensohn will contact the Cable Company and report at the May meeting.

Commissioner Olenik made a motion to purchase LED lighting at a cost not to exceed \$1,200.00. Seconded by Commissioner Wolfensohn. All in Favor. PO # 202. Joe McConnell was instructed to solicit bids for the LED lights.

Commissioner Olenik made a motion to have D. P. Wolff, Inc. modify the SCBA compressor room ventilation duct work at an estimated cost of \$1,950.00. Seconded by Commissioner Schapiro. All in Favor. No PO is necessary as the work is covered under the annual contract.

Commissioner Olenik made a motion to have D. P. Wolff, Inc. the troubleshoot the problem with the roof top HVAC unit at an approximate cost of \$895.00. Seconded by Commissioner Lichtenthal. All in Favor. No PO is necessary as the work is covered under annual contract.

Treasurer's Report: attached by Treasurer Rose Cohen.

The Board reviewed the following Landscape bids:

	<u>Vista</u>	<u>Garcia</u>
<u>Station No. 1: 100 Millwood Road, Millwood, NY</u>		
I. Grounds Maintenance/Spray Applications		
A. Turf/Lawn Areas		
B. Meadows and Storm Water Easement		
C. Trees and Shrubs		
D. Perennials/Ornamental Grass		
Sub Total	\$5,170.00	N/A
E. Organic Spray	\$ 115.00	N/A
II. Spring Clean Up	\$3,190.00	\$1,500.00
III. Fall Clean Up	\$ 925.00	\$1,500.00
IV. Turf/Lawn Area (Routine Maintenance)	\$ 231.00	\$ 600.00*
<u>Station: 366 Croton Dam Rd. Millwood, NY</u>		
V. Spring Clean Up	\$3,360.00	\$2,500.00
VI. Fall Clean Up	\$ 465.00	\$1,250.00
VII. Turf/Lawn Area (Routine Maintenance)	\$ 105.00	\$ 400.00*

*Note monthly charge

Commissioner Olenik made a motion to award the 2017 Grounds and Maintenance contract to Vista. Seconded by Commissioner Wolfensohn. All in Favor. Commissioner Olenik will advise Vista.

Commissioner Olenik made a motion to approve \$15,000.00 for a Permissive Referendum for Car 2151 for new equipment. Seconded by Commissioner Lichtenthal. All in Favor. The Secretary to post a legal notice.

Commissioner Olenik made a motion to approve a \$1,500.00 change order to the construction budget for marble counter sides to be installed on the first-floor kitchen center island by Marble Works Design Team, Inc. Seconded by Commissioner Lichtenthal. All in Favor.

Commissioner Olenik made a motion to approve a change order for the construction budget to the survey line for \$157.00 for TEC. Seconded by Commissioner Wolfensohn. All in Favor

Commissioner Schapiro advised the Board that Montesano Bros., Inc have completed six of the seven outstanding items and is owed approximately \$297,000.00.

Commissioner Schapiro updated the Board on his meeting with the Town of New Castle about grading the Station 1 property to eliminate fencing around the retention pond.

Commissioner Olenik made a motion to have Atlantic Electric extend the underground cable box cover above grade at a cost of \$200.00. Seconded by Commissioner Wolfensohn. All in Favor.

Work Session:

Commissioner Olenik made a motion to adopt the amended minutes of the March 20th meeting, Seconded by Commissioner Wolfensohn. All in Favor.

The Board was advised the Station 1 Dedication Plaque will not be available for the Inspection Dinner. Any plaque design comments should be emailed to the Secretary.

It was agreed Ex-Chief Santone will act as the master of ceremonies at the Inspection Dinner, Chairman Schapiro will make opening remarks, Commissioner Puszka introduce visiting Commissioners and Chief Rodrigues introduce visiting Fire Department Officers.

Ex-Chief Santone will work with the Secretary to draft a letter to the NYS DOT regarding changes to the Station 1 Traffic light and stop line.

Commissioner Lichtenthal made a motion that the Fire District provide \$ 500.00 for hamburgers and hot dogs at the Rescue 36 Wet Down. Seconded by Commissioner Wolfensohn. All in Favor.

Commissioner Olenik made a motion to allow Stillwater Lakes Association the use of Station 2 on May 10th. Seconded by Commissioner Wolfensohn. All in Favor.

The Board discussed options for covering Station 1 bay floors with a non-skid surface. It was agreed to review the matter at the May meeting.

The Board agreed to table a decision on a Station 1 fire alarm system pending further analysis.

The Board agreed to table a decision on a Station 1 fire alarm monitoring and maintenance contract pending further analysis.

Chairman Schapiro made a motion to enter an executive session regarding personnel matters, Seconded by Commissioner Puszka. All in Favor. The time is 9:40 PM.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Olenik, All in Favor. The time is 9:52 PM.

Meeting adjourned.

Joe McConnell
Secretary Consultant, Millwood Fire District

MILLWOOD FIRE DISTRICT
Balance Sheet
 As of March 31, 2017

Mar 31, 17

ASSETS

Current Assets

Checking/Savings

A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	419,498.62
Total A200 · Cash - Budget Operating Fund	419,498.62
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	209,298.50
Total A230 · Cash - Cap RF	209,298.50
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	897,623.96
Total A231 · Cash - ERF	897,623.96
H200 · Cash - Fire House Project Fund	
H200.1 · FHP Checking Acct 455267851	457,178.12
Total H200 · Cash - Fire House Project Fund	457,178.12
Total Checking/Savings	1,983,599.20
Total Current Assets	1,983,599.20

Fixed Assets

K101 · Land	45,000.00
K101.1 · Land-New Fire House	1,959,305.00
K102 · Buildings & improvements	
K102.2 · Station 2	
K112.2 · Acc. Depr - Station 2	-389,956.00
K102.2 · Station 2 - Other	771,123.00
Total K102.2 · Station 2	381,167.00
Total K102 · Buildings & improvements	381,167.00
K104 · Furnishings & Equipment	
K104.1 · New Fire House	
K114.1 · Acc. Depr. - New Fire House	-42,254.00
K104.1 · New Fire House - Other	51,472.00
Total K104.1 · New Fire House	9,218.00
K104.2 · Station 2	
K114.2 · Acc. Depr.- Station 2	-51,515.00
K104.2 · Station 2 - Other	200,510.00
Total K104.2 · Station 2	148,995.00
Total K104 · Furnishings & Equipment	158,213.00
K105 · Cap exp - new house	
K105.1 · AKRF	287,559.77
K105.2 · Calgi	1,134,547.29
K105.3 · legal	
K105.31 · PZB fees	26,000.00
K105.3 · legal - Other	279,748.56
Total K105.3 · legal	305,748.56
K105.4 · Melick-Tully	
K105.41 · reimbursements	12,393.14
K105.4 · Melick-Tully - Other	16,756.18
Total K105.4 · Melick-Tully	29,149.32
K105.5 · Misc	153,673.46
K105.6 · ODA	
K105.61 · reimbursements	66,524.74

MILLWOOD FIRE DISTRICT

Balance Sheet

As of March 31, 2017

	Mar 31, 17
K105.6 · ODA - Other	10,888,723.21
Total K105.6 · ODA	10,955,247.95
K105.7 · Property acquisition	15,293.09
K105.8 · Survey fees	42,643.00
K105 · Cap exp - new house - Other	491,294.43
Total K105 · Cap exp - new house	13,415,156.87
K106 · Other fixed assets	
K106.1 · Vehicles	
K116.1 · Acc. Depr - Vehicles	-1,316,337.00
K106.1 · Vehicles - Other	2,173,362.00
Total K106.1 · Vehicles	857,025.00
K106.2 · Equipment	
K116.2 · Acc. Depreciation - Equipment	-256,423.00
K106.2 · Equipment - Other	409,941.00
Total K106.2 · Equipment	153,518.00
Total K106 · Other fixed assets	1,010,543.00
Total Fixed Assets	16,969,384.87
Other Assets	
K480 · Prepaid Insurance	8,493.00
TA · LOSAP	
TA385 · Prepaid benefit payments	5,720.00
TA461.2 · American Equity Annuity	34,644.49
TA461.5 · Genworth Financial Annuity	79,643.88
TA461.6 · Royal Bank of Canada	28,542.01
TA461.7 · RBC Investments at MV	1,030,492.83
Total TA · LOSAP	1,179,043.21
Total Other Assets	1,187,536.21
TOTAL ASSETS	20,140,520.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	-930.55
Total Accounts Payable	-930.55
Other Current Liabilities	
24000 · Payroll Liabilities	339.79
Total Other Current Liabilities	339.79
Total Current Liabilities	-590.76
Long Term Liabilities	
W125 · Amt for bond refunds	340,000.00
W628 · Bonds Payable	8,945,000.00
Total Long Term Liabilities	9,285,000.00
Total Liabilities	9,284,409.24
Equity	
32000 · Retained Earnings	-246,340.15
A878.9 · Fund balance - BOF	619,325.51
A878.RA · Fund balance - Cap RF	176,661.00
A878.RB · Fund balance - ERF	822,978.00
H909 · Fund Balance - Cap Bldg. Fund	1,116,465.60

MILLWOOD FIRE DISTRICT
Balance Sheet
As of March 31, 2017

	Mar 31, 17
K878.9 · Fund balance - Prop & Equip	16,969,384.87
TA881.5 · Fund Balance Pension Trust Fund	1,179,043.00
W00125 · Fund Balance - Bonds Payable	-9,285,000.00
Net Income	-496,406.79
Total Equity	10,856,111.04
TOTAL LIABILITIES & EQUITY	20,140,520.28

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
AAA Emergency Supply Co., Inc.				
	04/21/2017	A408.4 · Equipment	135.00	135.00
Total AAA Emergency Supply Co., Inc.			135.00	135.00
Allclean Building Maintenance				
	04/03/2017	A34.456 · Custodial Svc New Fire House	758.00	758.00
	04/03/2017	A34.442 · Custodial Svc Sta 2	173.00	931.00
	04/10/2017	A34.456 · Custodial Svc New Fire House	773.00	1,704.00
	04/10/2017	A34.442 · Custodial Svc Sta 2	188.00	1,892.00
Total Allclean Building Maintenance			1,892.00	1,892.00
American Recycling Technologies, Inc				
	04/24/2017	A2410 · Rentals	-200.00	-200.00
Total American Recycling Technologies, Inc			-200.00	-200.00
Atlantic Electric Inc.				
	04/24/2017	A407.83 · Outside Maint. New Fire House	2,185.58	2,185.58
Total Atlantic Electric Inc.			2,185.58	2,185.58
C&P Green Yards Landscaping				
	04/03/2017	A407.81 · Cortez property maintenance	0.00	0.00
	04/03/2017	A34.415 · Outside Maintenance Sta 2	1,860.00	1,860.00
Total C&P Green Yards Landscaping			1,860.00	1,860.00
Carquest Auto Parts				
	04/21/2017	A34.443 · Maintenance Supplies	53.94	53.94
Total Carquest Auto Parts			53.94	53.94
Chiefs Choice				
	04/24/2017	A408.4 · Equipment	276.75	276.75
Total Chiefs Choice			276.75	276.75
Compliance, a System One Division				
	04/03/2017	A34.486 · Legal, New Fire House Project	417.00	417.00
Total Compliance, a System One Division			417.00	417.00
Crown Trophy				
	04/10/2017	A407.80 · Inside Maint. New Fire House	165.00	165.00
Total Crown Trophy			165.00	165.00
Dreamtoyz Auto Customs, Inc.				
	04/24/2017	A3420 · Fire Equip Purchased From ERF	15,811.00	15,811.00

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	Account	Amount	Balance
Total Dreamtoyz Auto Customs, Inc.			15,811.00	15,811.00
Fail Safe Testing, Inc.				
	04/10/2017	A408.40 · testing	6,132.20	6,132.20
Total Fail Safe Testing, Inc.			6,132.20	6,132.20
Farrell Fritz, P.C.				
	04/03/2017	A34.486 · Legal, New Fire House Project	10,006.54	10,006.54
Total Farrell Fritz, P.C.			10,006.54	10,006.54
Fred's Auto Repair of Briarcliff				
	04/21/2017	A408.52 · Chief 2252	100.40	100.40
	04/21/2017	A408.51 · Chief 2251	92.36	192.76
Total Fred's Auto Repair of Briarcliff			192.76	192.76
Hills Signs				
	04/21/2017	A3410 · Equipment purchases	232.00	232.00
Total Hills Signs			232.00	232.00
Inter-State Diagnostic, Inc.				
	04/03/2017	A34.428 · Physicals	100.00	100.00
	04/24/2017	A34.428 · Physicals	810.00	910.00
Total Inter-State Diagnostic, Inc.			910.00	910.00
JP McHale Account				
	04/10/2017	A407.80 · Inside Maint. New Fire House	65.00	65.00
	04/10/2017	A34.419 · Inside Maintenance Sta 2	58.00	123.00
Total JP McHale Account			123.00	123.00
Kovatch Mobile Equipment Corp				
	04/21/2017	A3420 · Fire Equip Purchased From ERF	686,165.00	686,165.00
Total Kovatch Mobile Equipment Corp			686,165.00	686,165.00
Mary C. Deems, Rcvr of Taxes				
	04/10/2017	A34.454 · Water Usage New House	954.72	954.72
	04/10/2017	A34.453 · Water usage Sta 2	345.56	1,300.28
Total Mary C. Deems, Rcvr of Taxes			1,300.28	1,300.28
McConnell, Joseph P				
	04/25/2017	A34.480 · Consultants	945.00	945.00
Total McConnell, Joseph P			945.00	945.00
MetPhoto, Inc.				

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	April 2017 Account	Amount	Balance
	04/10/2017	A34.471 · Office supplies & sundry	527.22	527.22
Total MetPhoto, Inc.			527.22	527.22
Metrocom Wireless				
	04/24/2017	A3420 · Fire Equip Purchased From ERF	5,928.19	5,928.19
Total Metrocom Wireless			5,928.19	5,928.19
MetTel Acct 0100413954				
	04/24/2017	A34.439 · Phone Service	48.60	48.60
Total MetTel Acct 0100413954			48.60	48.60
Millwood Hardware				
	04/21/2017	A34.419 · Inside Maintenance Sta 2	31.56	31.56
Total Millwood Hardware			31.56	31.56
Mt. Kisco Truck & Auto Parts Acct 40902				
	04/21/2017	A408.15 · T15	12.80	12.80
Total Mt. Kisco Truck & Auto Parts Acct 40902			12.80	12.80
Municipal Emergency Services (M.E.S.)				
	04/21/2017	A3410.1 · Turnout gear	4,498.91	4,498.91
	04/21/2017	A3410 · Equipment purchases	2,297.36	6,796.27
	04/21/2017	A3410.1 · Turnout gear	12,846.75	19,643.02
	04/21/2017	A3410 · Equipment purchases	2,952.12	22,595.14
	04/24/2017	A3420 · Fire Equip Purchased From ERF	2,713.50	25,308.64
Total Municipal Emergency Services (M.E.S.)			25,308.64	25,308.64
New Castle-Stanwood Water District				
	04/03/2017	A34.453 · Water usage Sta 2	52.00	52.00
	04/03/2017	A34.454 · Water Usage New House	31.20	83.20
	04/03/2017	A34.454 · Water Usage New House	31.20	114.40
Total New Castle-Stanwood Water District			114.40	114.40
New York Power Authority Acct 2363579				
	04/10/2017	A34.450 · Electricity New Fire House	1,349.85	1,349.85
	04/10/2017	A34.449 · Electricity Station 2	429.92	1,779.77
Total New York Power Authority Acct 2363579			1,779.77	1,779.77
Optimum				
	04/24/2017	A407.54 · Cable TV	172.91	172.91
	04/24/2017	A34.437 · Cable On-Line Services	221.36	394.27

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	April 2017 Account	Amount	Balance
	04/24/2017	A34.439 · Phone Service	203.62	597.89
Total Optimum			597.89	597.89
Original Energy				
	04/21/2017	A34.447 · Heating oil Station 2	1,579.54	1,579.54
	04/21/2017	A34.451 · Heating Oil New Fire House	2,577.03	4,156.57
Total Original Energy			4,156.57	4,156.57
Ossining lawn mower service inc				
	04/21/2017	A408.4 · Equipment	135.94	135.94
Total Ossining lawn mower service inc			135.94	135.94
Paraco Gas Corporation				
	04/03/2017	A407.23 · Propane	80.35	80.35
Total Paraco Gas Corporation			80.35	80.35
Rodrigues, Jorge				
	04/21/2017	A19.412 · Miscellaneous	360.52	360.52
	04/24/2017	A19.412 · Miscellaneous	93.73	454.25
Total Rodrigues, Jorge			454.25	454.25
Ruscon Truck Service				
	04/21/2017	A408.47 · E247	963.31	963.31
	04/21/2017	A408.10 · MA10	1,045.76	2,009.07
Total Ruscon Truck Service			2,009.07	2,009.07
Santone, Greg				
	04/24/2017	A3410 · Equipment purchases	42.67	42.67
Total Santone, Greg			42.67	42.67
Suburban Carting Co.				
	04/10/2017	A407.82 · Sanitation Svc New Fire House	63.00	63.00
Total Suburban Carting Co.			63.00	63.00
TEC Land Surveying				
	04/21/2017	H105.23 · Survey of Property, Planning	157.50	157.50
Total TEC Land Surveying			157.50	157.50
Traffic Safety Store				
	04/10/2017	A3410 · Equipment purchases	664.67	664.67
Total Traffic Safety Store			664.67	664.67
Westchester County Asso. of Fire Chiefs				

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	April 2017 Account	Amount	Balance
	04/21/2017	A34.477 · Association Dues	400.00	400.00
Total Westchester County Asso. of Fire Chiefs			400.00	400.00
WEX Bank				
	04/03/2017	A408.22 · gasoline	716.82	716.82
	04/03/2017	A408.11 · diesel	175.79	892.61
	04/03/2017	A408.22 · gasoline	54.72	947.33
	04/03/2017	A19.412 · Miscellaneous	3.00	950.33
Total WEX Bank			950.33	950.33
SUBTOTAL			772,066.47	772,066.47
		Paul Michael Marinello	1,369.98	1,369.98
		Rose Cohen	1,556.73	1,556.73
		941 Tax Deposit	664.36	664.36
TOTAL			775,657.54	775,657.54

Commissioners Meeting April 25th 2017

The Chiefs need to purchase fire hose from AAA on NYS contract at a total price of \$1972.00 PO# _____ to replace some lengths that recently failed and the attack hose on Tanker 15 that will shortly time out at 25 years.

The Chiefs need to purchase 14 oversize traffic vests at a cost not to exceed \$500.00 from MES. PO # _____

The Chiefs would like to ask Commissioner Lichtenthal to help purchase a conventional Fax machine and have it installed in the Chiefs' office for certain correspondence that cannot be carried out by email. (such as the NYS OFPC DHS background checks)

The Chiefs would like to check on the progress of the new computer and printer/copier for the Captain's office.

The Chiefs need the BoFC to approve:

Chris Doyle and Max Brickman as active FF's. Both have complete and negative background checks, we have the results of Chris's physical (passed) and are awaiting the results of Max's physical. Both were voted in by the Fire Company on April 6th.

On behalf of the West end FF's the Chiefs would like to request that the cable service at Station 2 be upgraded to match the service at Station 1.

The Chiefs would like to purchase 3 updated helmet fronts for the new Chief's Staff at a cost not to exceed \$450.00 PO # _____

For the Chiefs' staff
Chief Jorge Rodrigues
gs/ca