

Millwood Board of Fire Commissioners Fire District Board Meeting

December 19, 2016, 7:30pm
Station 1: 100 Millwood Road
AGENDA

7:30pm (Public Comment)

Board Room Working Session:

Chiefs Report

Treasurer's Report

Wex Bank (Gas Credit Cards) change to NY Station Contract

Work Session Items:

Adoption of Minutes 11/21/2016

Update on FOIL Requests

Website redesign

December 19, 2016

On December 19, 2016, The Millwood Board of Fire Commissioners held their regular Monthly Meeting at 7:30pm at Station No. 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Angelo Indusi, Anthony Olenik, Dan Puszka, Jason Lichtenthal, Secretary Paul Michael Marinello, Treasurer Rose Cohen, Chief Greg Santone, 1st Assistant Chief Jorge Rodrigues, Captain Frank Nestro, and commissioner-elect Michael Wolfensohn. Absent was Commissioner Alan Schapiro.

Chairman Indusi called the meeting to order.

The Board saluted Chairman Indusi who has served the Board graciously for a total of 11 plus years as this is his last meeting.

There was no public comment.

Chief's Report by Chief Greg Santone, attached.

Commissioner Puszka made a motion to accept Doug Lyon and Christina Araujo for active Class A membership (pending their approval by the Fire Company), Seconded by Chairman Indusi, All in Favor. Both have passed background checks and will be voted in by the Fire Company on December 20th.

Chief Santone explained that he would like to clean out the 2nd floor mezzanine at the new firehouse, and purchase shelving units to store building materials.

Commissioner Olenik made a motion to purchase 3 shelving units (60" L x 24" D x 60" H), 5 units: 72" L x 36" D x 60" H) from ULINE, the lowest bidder, at a total cost of \$1,518, Seconded by Commissioner Puszka, All in Favor. PO#174

Chief Santone stated with many new firefighters coming on board and the existence of the explorer program, that the Company needs new turnout gear for at least 5 members.

Commissioner Puszka made a motion to purchase (5) complete sets of turnout gear from MFS on NYS State Bid at a total of \$16,855.10, Seconded by Chairman Indusi, All in Favor. PO#175

Chief Santone recommends using Adirondack Fire Equipment to help sell the 1990 Rescue as we anticipate the delivery of the new Rescue in the near future. Their commission would be 10% only if they locate the buyer and is not an exclusive agreement. The Board could decide to sell the vehicle by other means if they choose to.

Commissioner Puszka made a motion to enter an agreement with Adirondack for selling the 1990 Rescue truck which will be deemed surplus as soon as the new truck is put into service in early 2017, and that Chief Santone is authorized to sign and return the contract, Seconded by Commissioner Lichtenthal, All in Favor.

Chief Santone also mentioned ongoing telecommunications issues with the presentation screen in the multi-purpose room as well as continued issues with several TV's in the member's room. Colortone will be notified.

As this year comes to a close, the Chief's Staff would like to thank the Board of Fire Commissioners for their continuous support and look forward to working closely together in the coming months and years. We would also like to congratulate and welcome Mike Wolfensohn to the Board, congratulate Commissioner Jason Lichtenthal on his election to the Board, and sincerely thank Commissioner Angelo Indusi for his many years of dedicated service to the Millwood Fire District. We wish the very best to everyone and their loved ones in the coming year.

Treasurer's Report by Treasurer Rose Cohen, attached.

Treasurer Cohen explained that Wex Bank, our fuel credit card provider has offered a 1.58% discount for using Wex Bank Premium and she will set up same. The program works exactly the same as the non-premium version.

There was an extensive discussion regarding the closeout of telecommunications work for the new firehouse. Commissioner Lichtenthal and Chief Jorge Rodrigues have met with Lantegrity (telecom vendor) and have a short punch list of items which need to be completed including: communications between servers at both firehouses, proper installation of the Red Alert software, and getting the security systems working/online. Commissioner Lichtenthal has stated the work will cost approximately \$2,000 to complete.

Commissioner Lichtenthal made a motion to spend \$500 to begin completion of software and interfacing at Station No.1, a vote was held.

Commissioner Lichtenthal – YES
Commissioner Puszka – YES
Commissioner Indusi – NO
Commissioner Olenik – NO
Commissioner Schapiro – ABSENT
Motion not passed 2- 2.

Earlier in the month, Fred Cook was hired by the District to do a video inspection of the gray water tank under the parking lot. The tests concluded that the tank is leaking as a result

of poor workmanship on the part of the site contractor Montesano Brothers. Our attorney will be notified regarding same.

There was a brief discussion regarding the district policy on social media and technology usage. A proposed policy has been provided by Secretary Marinello for review and will be discussed at the next monthly board meeting.

Chairman Indusi made a motion to enter an executive session to discuss litigation matters, Seconded by Commissioner Lichtenthal, All in Favor. The time is 8:52pm.

Chairman Indusi made a motion to exit the executive session, Seconded by Commissioner Lichtenthal, All in Favor. The time is 9:15pm.

Meeting adjourned at 9:20pm.

Paul Michael Marinello
Secretary

MILLWOOD FIRE DISTRICT

Balance Sheet

As of November 30, 2016

Nov 30, 16

ASSETS

Current Assets

Checking/Savings

A200 · Cash - Budget Operating Fund

A200.1 · BOF Checking 4111028710

817,097.75

Total A200 · Cash - Budget Operating Fund

817,097.75

A230 · Cash - Cap RF

A230.1 · CRF Checking 816868657

226,753.57

Total A230 · Cash - Cap RF

226,753.57

A231 · Cash - ERF

A231.2 · ERF Checking 937110245

1,000,795.23

Total A231 · Cash - ERF

1,000,795.23

H200 · Cash - Fire House Project Fund

H200.1 · FHP Checking Acct 455267851

804,430.46

Total H200 · Cash - Fire House Project Fund

804,430.46

Total Checking/Savings

2,849,077.01

Total Current Assets

2,849,077.01

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 November 30, 2016

	Nov 30, 16
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	21,005,998.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	147,201.58
Total Accounts Payable	147,201.58
Other Current Liabilities	
24000 · Payroll Liabilities	139.91
Total Other Current Liabilities	139.91
Total Current Liabilities	147,341.49
Long Term Liabilities	
W628 · Bonds Payable	9,285,000.00
Total Long Term Liabilities	9,285,000.00
Total Liabilities	9,432,341.49
Equity	
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
K878.9 · Fund balance - Prop & Equip	16,969,384.87
TA881.5 · Fund Balance Pension Trust Fund	1,179,043.00

6:23 PM

12/19/16

Accrual Basis

MILLWOOD FIRE DISTRICT

Balance Sheet

As of November 30, 2016

	Nov 30, 16
W00125 - Fund Balance - Bonds Payable	-9,285,000.00
Net Income	-25,201.38
Total Equity	11,573,656.60
TOTAL LIABILITIES & EQUITY	<u>21,005,998.09</u>

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

December 3 - 31, 2016

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Allclean Building Maintenance				
	12/06/2016	A34.456 · Custodial Svc New Fire House	758.00	758.00
	12/06/2016	A34.442 · Custodial Svc Sta 2	173.00	931.00
Total Allclean Building Maintenance			931.00	931.00
Canero, Flo				
	12/17/2016	A19.412 · Miscellaneous	100.00	100.00
Total Canero, Flo			100.00	100.00
Carquest Auto Parts				
	12/06/2016	A408.52 · Chief 2252	20.98	20.98
Total Carquest Auto Parts			20.98	20.98
Chase Card Services				
	12/06/2016	A34.471 · Office supplies & sundry	94.00	94.00
	12/06/2016	A410.4 · Computer Software	2.00	96.00
	12/06/2016	A19.412 · Miscellaneous	61.48	157.48
Total Chase Card Services			157.48	157.48
Compliance, a System One Division				
	12/19/2016	A34.486 · Legal, New Fire House Project	417.00	417.00
Total Compliance, a System One Division			417.00	417.00
D.P. Wolff Inc.				
	12/17/2016	A34.300 · Building Improvements-Cap Res	17,490.00	17,490.00
Total D.P. Wolff Inc.			17,490.00	17,490.00
Fire Engineering				
	12/17/2016	A19.412 · Miscellaneous	29.00	29.00
Total Fire Engineering			29.00	29.00
Hubbinette-Cowell Associates Inc.				
	12/06/2016	A96.800 · Accident & Health (A&H)	8,551.00	8,551.00
Total Hubbinette-Cowell Associates Inc.			8,551.00	8,551.00
JP McHale Account				
	12/06/2016	A407.80 · Inside Maint. New Fire House	65.00	65.00
	12/06/2016	A34.419 · Inside Maintenance Sta 2	58.00	123.00
Total JP McHale Account			123.00	123.00
Maduras, Devin				
	12/17/2016	A19.412 · Miscellaneous	50.00	50.00

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

December 3 - 31, 2016

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Total Maduras, Devin			50.00	50.00
Metrocom Wireless				
	12/19/2016	A34.419 · Inside Maintenance Sta 2	485.00	485.00
Total Metrocom Wireless			485.00	485.00
Millwood Hardware				
	12/19/2016	A407.80 · Inside Maint. New Fire House	12.28	12.28
Total Millwood Hardware			12.28	12.28
Municipal Emergency Services (M.E.S.)				
	12/12/2016	A3410.1 · Turnout gear	1,356.00	1,356.00
	12/19/2016	A3420 · Fire Equip Purchased From ERF	3,325.00	4,681.00
Total Municipal Emergency Services (M.E.S.)			4,681.00	4,681.00
Ossining lawn mower service inc				
	12/12/2016	A408.4 · Equipment	49.00	49.00
	12/12/2016	A3420 · Fire Equip Purchased From ERF	1,175.00	1,224.00
Total Ossining lawn mower service inc			1,224.00	1,224.00
Paraco Gas Corporation				
	12/17/2016	A407.23 · Propane	48.71	48.71
Total Paraco Gas Corporation			48.71	48.71
Porter Electric				
	12/12/2016	A407.80 · Inside Maint. New Fire House	622.50	622.50
Total Porter Electric			622.50	622.50
Rich, Sue				
	12/17/2016	A19.412 · Miscellaneous	100.00	100.00
Total Rich, Sue			100.00	100.00
Robison Oil				
	12/19/2016	A34.451 · Heating Oil New Fire House	1,969.00	1,969.00
Total Robison Oil			1,969.00	1,969.00
Ruscon Truck Service				
	12/19/2016	A408.15 · T15	503.73	503.73
Total Ruscon Truck Service			503.73	503.73
Santone, Greg				
	12/12/2016	A19.412 · Miscellaneous	495.11	495.11
Total Santone, Greg			495.11	495.11

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

December 3 - 31, 2016

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Verizon				
	12/16/2016	A34.439 · Phone Service	142.52	142.52
Total Verizon			142.52	142.52
WEX Bank				
	12/16/2016	A408.11 · diesel	147.31	147.31
	12/16/2016	A408.22 · gasoline	666.65	813.96
	12/16/2016	A19.412 · Miscellaneous	3.00	816.96
Total WEX Bank			816.96	816.96
SUBTOTAL			38,970.27	38,970.27
Rose Cohen		Payroll	1245.03	1245.03
Paul Michael Marinello		Payroll	1331.25	1331.25
941 Tax Deposit		Payroll	537.66	537.66
TOTAL			42,084.21	42,084.21

Millwood Fire District BoFC Meeting December 19th , 2016

Could the BoFC please approve Doug Lyon and Christina Araujo for active membership, both passed their physicals with Dr. Klein and their background checks through OFPC/DoHS. They will be voted in this Tuesday evening by the Fire Company.

The Chiefs would like to empty the mezzanine, clean it, and assemble shelving for the items that are to be saved. The shelving units needed can be purchased through Uline Industrial for a total of \$1518.00. (3 units: 60" L x 24"D x 60" H , 5 units: 72"L x 36" D x 60" H.) Pricing for comparable units provided. PO # _____

The Chief's would like to purchase 3 sets of turn out gear on NYS Contract @ \$3371.02 each for the Explorer program participants from MES = \$ 10,113.06 PO# _____

The Chief's recommend using Adirondack Fire Equipment to help sell the 1990 Rescue as we anticipate the delivery of the new Rescue in the near future. We have used them successfully in the past. Their commission would be 10% only if they locate the buyer.

As this year comes to a close, the Chief's Staff would like to thank the Board of Fire Commissioners for their continuous support and look forward to working closely together in the coming months and years. We would also like to congratulate and welcome Mike Wolfensojn to the Board, congratulate Commissioner Jason Lichtenthal on his election to the Board, and sincerely thank Commissioner Angelo Indusi for his many years of dedicated service to the Millwood Fire District. We wish the very best to everyone and their loved ones in the coming year.

Respectfully submitted,
For the Chief's staff.

Greg Santone – Chief