

February 27, 2017

On February 27, 2017, 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: Alan Schapiro, Jason Lichtenthal, Anthony Olenik, Michael Wolfensohn, Secretary Paul Michael Marinello, Treasurer Rose Cohen, Chief Greg Santone, 2nd Assistant Chief Jorge Rodrigues, Captain Frank Nestro, Lieutenant Chris Raguso and Joseph McConnell, a potential candidate to fill the District's Secretary role. Absent was Commissioner Dan Puszka.

Chairman Schapiro called the meeting to order.

Public Comment

There was no public and no public comment.

Chairman Schapiro made a motion to enter an executive session regarding personnel. Seconded by Commissioner Wolfensohn, All in Favor. The time is 7:49pm.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Lichtenthal, All in Favor. The time is 8:05pm.

Work Session:

Chairman Schapiro made a motion to hire Joseph McConnell as a district secretarial consultant with the intention of appointing him District Secretary pending Secretary Marinello's resignation, Seconded by Commissioner Wolfensohn, All in Favor.

Commissioner Wolfensohn made a motion to accept the attached Policy on Use of Technology, Seconded by Commissioner Schapiro, All in Favor.

Chairman Schapiro made a motion to pay Mr. McConnell \$30 per hour during a training period which will last several weeks. Seconded by Commissioner Olenik, All in Favor.

Chief's Report by Chief Greg Santone, attached.

There was a discussion regarding administrative help for the Chief's staff and making the position a more permanent role. After a discussion, it was concluded that the Chief's administrative assistant will have a budget of approximately \$400.00 per month at a salary \$25.00 per hour, approximately 10-15 hours monthly.

Chief Santone stated that the ISO audit was held on February 2nd and that it went well. We anticipate a modest improvement in our rating.

He added that there was also a risk audit with our insurance carrier VFIS on February 23rd and that the representative had a couple of suggestions and observations that should have been forwarded to Commissioner Puszka.

Secretary Marinello is making edits to the Fire Company's Standard Operating Guidelines which will be ready next week.

Commissioner Olenik made a motion to approve Alec Diamond and Zachary Whittington as active Class A firefighters (both have passed their respective background checks and were accepted by the Fire Company), Seconded by Commissioner Lichtenthal, All in Favor.

Chief Santone also submitted the approved 2016 LOSAP points list which will be used to complete the annual LOSAP census. Secretary Marinello will work with the Chiefs and Commissioners to complete the project.

Commissioner Olenik made a motion to purchase a battery exhaust fan for the new Rescue from AAA at a cost of \$2,289, Seconded by Commissioner Wolfensohn, All in Favor.
PO #181

This purchase is part of the \$775,000 permissive referendum passed in August 24th, 2015.

Commissioner Olenik made a motion to purchase 10 firefighter hoods on NYS contract from MES @\$24.35 each (total \$243.50), Seconded by Commissioner Wolfensohn, All in Favor. PO # 182

Commissioner Olenik made a motion to purchase new turn out gear and a helmet for Captain Nestro, both on NYS contract from MES at a total of \$1,583.84, Seconded by Commissioner Wolfensohn, All in Favor. PO #183

Commissioner Olenik made a motion to purchase LED bulbs to complete Station 2 installation from eBay at a total cost of \$649, Seconded by Commissioner Wolfensohn, All in Favor. PO #184 Note: Lieutenant Chris Raguso has been installing same with help from Commissioner Olenik & firefighter Sal Santucci.

Commissioner Olenik made a motion to purchase 38 batteries, 2 mics, 2 cases and 10 antennas from eBay for a total of \$780.59, Seconded by Commissioner Lichtenthal, All in Favor. PO #185

Commissioner Wolfensohn made a motion to replace the computer, monitor and printer in the Captain's office from Dell at a maximum cost of \$1,600, Seconded by Commissioner Lichtenthal, All in Favor. PO#186

Commissioner Olenik made a motion to purchase a battery charging/reconditioning bank for Station 1 with assorted adapter plates for both stations from eBay at a total cost of \$2109.95, Seconded by Commissioner Lichtenthal, All in Favor. PO#187

Chairman Schapiro made a motion to accept a bid from Atlantic Electric to correct the pole lighting in the front parking area by installing motion sensors at a cost of \$2040, Seconded by Commissioner Wolfensohn, All in Favor. PO#188

Chairman Schapiro made a motion to purchase (6) refurbished portable radios including a 1 year warranty from MetroCom at @ \$3,036, Seconded by Commissioner Wolfensohn, All in Favor. PO#189 \$3036

Chairman Schapiro made a motion to purchase (6) vehicular chargers from MetroCom at a total cost of \$2,280, by Commissioner Wolfensohn, All in Favor. PO #190

The exhaust fan @ \$2,289 and radios @ \$5,316 the purchases will be expensed against the \$775,000 permissive referendum.

Treasurer's Report: attached by Treasurer Rose Cohen.

Commissioner Olenik made a motion to approve the Annual Update Document for NY State Comptroller's office, Seconded by Chairman Schapiro, All in Favor.

Commissioner Olenik made a motion to increase the Budget Site Survey line item of the budget in the amount of \$3,287.50, Seconded by Chairman Schapiro, All in Favor.

There was a discussion regarding (2) LOSAP annuities (American Equity & Genworth Annuities) and whether they should be surrendered and their assets added to the Glens Falls National Bank account.

Commissioner Olenik made a motion to transfer the funds from the Genworth Annuity to the Glen Falls National Bank LOSAP annuity (total of \$80,441.20), Seconded by Chairman Schapiro, All in Favor.

Commissioner Lichtenthal made a motion to spend no more than \$700 for the redesign of the Millwood Fire District website through MD Design, Seconded by Chairman Schapiro, All in Favor.

Work Session Items:

Commissioner Olenik made a motion to adopt the following meeting minutes, Seconded by Commissioner Wolfensohn, All in Favor.

- January 9, 2017
- January 23, 2017
- January 26, 2017
- February 18, 2017

Regarding the District's policy on the use of public space, the Board has discussed allowing different groups different access to the building. Commissioner Lichtenthal will build a matrix for approval at next meeting.

Paul Michael Marinello
Secretary

MILLWOOD FIRE DISTRICT
Balance Sheet
 As of January 31, 2017

Jan 31, 17

ASSETS	
Current Assets	
Checking/Savings	
A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	542,840.56
Total A200 · Cash - Budget Operating Fund	542,840.56
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	209,281.71
Total A230 · Cash - Cap RF	209,281.71
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	936,466.51
Total A231 · Cash - ERF	936,466.51
H200 · Cash - Fire House Project Fund	
H200.1 · FHP Checking Acct 455267851	804,498.30
Total H200 · Cash - Fire House Project Fund	804,498.30
Total Checking/Savings	2,493,087.08
Total Current Assets	2,493,087.08
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 January 31, 2017

	Jan 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	20,650,008.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	13,724.45
Total Accounts Payable	13,724.45
Other Current Liabilities	
24000 · Payroll Liabilities	153.44
Total Other Current Liabilities	153.44
Total Current Liabilities	13,877.89
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	9,298,877.89
Equity	
32000 · Retained Earnings	-228,507.15
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 January 31, 2017

	Jan 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	-19,220.56
Total Equity	11,351,130.27
TOTAL LIABILITIES & EQUITY	<u>20,650,008.16</u>

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

	February 1 - 27, 2017			
	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.				
	02/08/2017	A3410 · Equipment purchases	107.70	107.70
Total AAA Emergency Supply Co., Inc.			107.70	107.70
Allclean Building Maintenance				
	02/04/2017	A34.456 · Custodial Svc New Fire House	758.00	758.00
	02/04/2017	A34.442 · Custodial Svc Sta 2	173.00	931.00
Total Allclean Building Maintenance			931.00	931.00
Atlantic Electric Inc.				
	02/15/2017	H305.6 · Construction-Electric	3,061.01	3,061.01
Total Atlantic Electric Inc.			3,061.01	3,061.01
C&P Green Yards Landscaping				
	02/13/2017	A407.81 · Cortez property maintenance	0.00	0.00
	02/13/2017	A34.415 · Outside Maintenance Sta 2	2,800.00	2,800.00
Total C&P Green Yards Landscaping			2,800.00	2,800.00
Caladri Dev Co & Architectural Door				
	02/26/2017	H305.5 · Construction-General	39,786.49	39,786.49
Total Caladri Dev Co & Architectural Door			39,786.49	39,786.49
Caladri Dev Co & Dutchess Overhead Doors				
	02/26/2017	H305.5 · Construction-General	8,075.00	8,075.00
Total Caladri Dev Co & Dutchess Overhead Doors			8,075.00	8,075.00
Caladri Dev Co & Metal Era				
	02/26/2017	H305.5 · Construction-General	61,686.86	61,686.86
Total Caladri Dev Co & Metal Era			61,686.86	61,686.86
Caladri Dev Co. & Bamco				
	02/26/2017	H305.5 · Construction-General	22,500.00	22,500.00
Total Caladri Dev Co. & Bamco			22,500.00	22,500.00
Caladri Development Co and United Rentals				
	02/01/2017	H305.5 · Construction-General	6,000.00	6,000.00
Total Caladri Development Co and United Rentals			6,000.00	6,000.00
Carquest Auto Parts				
	02/26/2017	A408.48 · E248	64.99	64.99
Total Carquest Auto Parts			64.99	64.99
Chase Card Services				

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

February 1 - 27, 2017

Date	Account	Amount	Balance
02/01/2017	A410.4 · Computer Software	360.67	360.67
02/01/2017	A407.80 · Inside Maint. New Fire House	1,756.32	2,116.99
02/01/2017	A34.471 · Office supplies & sundry	54.63	2,171.62
02/01/2017	A19.412 · Miscellaneous	45.00	2,216.62
Total Chase Card Services		2,216.62	2,216.62
Compliance, a System One Division			
02/04/2017	A34.486 · Legal, New Fire House Project	417.00	417.00
Total Compliance, a System One Division		417.00	417.00
Crown Trophy			
02/26/2017	A19.412 · Miscellaneous	136.50	136.50
Total Crown Trophy		136.50	136.50
Elizabeth Sanger			
02/17/2017	A402.2 · Training	1,836.00	1,836.00
Total Elizabeth Sanger		1,836.00	1,836.00
Elmsford Fire Dept.			
02/26/2017	A402.2 · Training	240.00	240.00
Total Elmsford Fire Dept.		240.00	240.00
Emergency Vehicle Response			
02/27/2017	A34.480 · Consultants	5,100.00	5,100.00
Total Emergency Vehicle Response		5,100.00	5,100.00
Farrell Fritz, P.C.			
02/07/2017	A34.486 · Legal, New Fire House Project	8,874.77	8,874.77
Total Farrell Fritz, P.C.		8,874.77	8,874.77
Fire-End & Croker Corp			
02/15/2017	A3410 · Equipment purchases	827.78	827.78
Total Fire-End & Croker Corp		827.78	827.78
Glatfelter Claims Management, Inc.			
02/04/2017	A2680 · Insurance recoveries	-2,239.43	-2,239.43
Total Glatfelter Claims Management, Inc.		-2,239.43	-2,239.43
Hinkley, Allen & Snyder LLP			
02/26/2017	H305.5 · Construction-General	136,951.65	136,951.65
Total Hinkley, Allen & Snyder LLP		136,951.65	136,951.65
Journal News			

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

	Date	Account	Amount	Balance
	02/17/2017	A406 · Legal Notices	188.00	188.00
Total Journal News			188.00	188.00
JP McHale Account				
	02/04/2017	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	02/04/2017	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account			123.00	123.00
Lantegrity Consulting Group				
	02/07/2017	A410.3 · Computer Hardware	225.00	225.00
	02/07/2017	A34.480 · Consultants	562.50	787.50
Total Lantegrity Consulting Group			787.50	787.50
Matra Motors Inc				
	02/04/2017	A408.52 · Chief 2252	784.40	784.40
Total Matra Motors Inc			784.40	784.40
MetTel Acct 0100413954				
	02/15/2017	A34.439 · Phone Service	48.36	48.36
Total MetTel Acct 0100413954			48.36	48.36
Millwood Hardware				
	02/08/2017	A19.412 · Miscellaneous	41.96	41.96
	02/08/2017	A34.415 · Outside Maintenance Sta 2	78.54	120.50
	02/08/2017	A408.54 · Trailer	117.25	237.75
Total Millwood Hardware			237.75	237.75
Minerva Cleaners				
	02/13/2017	A408.4 · Equipment	597.00	597.00
Total Minerva Cleaners			597.00	597.00
Montrose Beer & Soda				
	02/15/2017	A19.412 · Miscellaneous	153.90	153.90
Total Montrose Beer & Soda			153.90	153.90
Mt. Kisco Truck & Auto Parts Acct 40902				
	02/08/2017	A34.443 · Maintenance Supplies	113.67	113.67
Total Mt. Kisco Truck & Auto Parts Acct 40902			113.67	113.67
Municipal Emergency Services (M.E.S.)				
	02/15/2017	A3410 · Equipment purchases	1,403.90	1,403.90
	02/26/2017	A408.41 · Bauer Compressor	455.85	1,859.75

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

February 1 - 27, 2017

	Date	Account	Amount	Balance
Total Municipal Emergency Services (M.E.S.)			1,859.75	1,859.75
New York Power Authority Acct 2363579				
	02/13/2017	A34.450 · Electricity New Fire House	1,234.28	1,234.28
	02/13/2017	A34.449 · Electricity Station 2	431.18	1,665.46
Total New York Power Authority Acct 2363579			1,665.46	1,665.46
Nextel Communications Acct 769285023				
	02/01/2017	A34.438 · Cellular Service	356.46	356.46
Total Nextel Communications Acct 769285023			356.46	356.46
Optimum				
	02/01/2017	A407.54 · Cable TV	172.91	172.91
	02/01/2017	A34.437 · Cable On-Line Services	221.36	394.27
	02/01/2017	A34.439 · Phone Service	203.39	597.66
	02/01/2017	A34.437 · Cable On-Line Services	105.63	703.29
Total Optimum			703.29	703.29
Original Energy				
	02/04/2017	A34.451 · Heating Oil New Fire House	2,795.98	2,795.98
Total Original Energy			2,795.98	2,795.98
Ruscon Truck Service				
	02/08/2017	A408.47 · E247	1,911.15	1,911.15
	02/08/2017	A408.50 · L52	20.00	1,931.15
	02/08/2017	A408.10 · MA10	20.00	1,951.15
	02/13/2017	A408.10 · MA10	1,283.27	3,234.42
	02/13/2017	A408.48 · E248	1,872.66	5,107.08
	02/13/2017	A408.50 · L52	2,080.37	7,187.45
	02/13/2017	A408.15 · T15	1,815.25	9,002.70
	02/26/2017	A408.10 · MA10	525.08	9,527.78
Total Ruscon Truck Service			9,527.78	9,527.78
Safeguard Business Systems				
	02/04/2017	A34.471 · Office supplies & sundry	384.30	384.30
Total Safeguard Business Systems			384.30	384.30
Suburban Carting Co.				
	02/07/2017	A34.417 · Sanitation Svc Sta 2	30.00	30.00
	02/07/2017	A407.82 · Sanitation Svc New Fire House	113.00	143.00

MILLWOOD FIRE DISTRICT
Expenses by Vendor Detail

February 1 - 27, 2017

	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Total Suburban Carting Co.			143.00	143.00
TEC Land Surveying				
	02/04/2017	H105.23 · Survey of Property, Planning	3,287.50	3,287.50
Total TEC Land Surveying			3,287.50	3,287.50
Tinos Auto Repair				
	02/13/2017	A408.52 · Chief 2252	2,489.42	2,489.42
Total Tinos Auto Repair			2,489.42	2,489.42
Town of New Castle				
	02/15/2017	A34.455 · Security	50.00	50.00
Total Town of New Castle			50.00	50.00
Travelers				
	02/04/2017	A2262 · FOI Requests	-585.00	-585.00
Total Travelers			-585.00	-585.00
Van Bortel Chevrolet				
	02/15/2017	A3420 · Fire Equip Purchased From ERF	35,480.53	35,480.53
Total Van Bortel Chevrolet			35,480.53	35,480.53
Verizon				
	02/13/2017	A34.439 · Phone Service	141.69	141.69
Total Verizon			141.69	141.69
Vista Construction & Landscape				
	02/15/2017	A34.415 · Outside Maintenance Sta 2	0.00	0.00
	02/15/2017	A407.83 · Outside Maint. New Fire House	2,840.00	2,840.00
Total Vista Construction & Landscape			2,840.00	2,840.00
WEX Bank				
	02/13/2017	A19.412 · Miscellaneous	3.00	3.00
	02/13/2017	A408.11 · diesel	283.15	286.15
	02/13/2017	A408.22 · gasoline	634.96	921.11
Total WEX Bank			921.11	921.11
SUBTOTAL			364,468.79	364,468.79
Rose Cohen		Payroll	2,147.49	2,147.49
Paul Michael Marinello		Payroll	1,485.55	1,485.55
941 Tax Deposit		Payroll	951.30	951.30
TOTAL			369,053.13	369,053.13

Chiefs Report - Commissioners Meeting February 27, 2017

The ISO audit on February 2nd went well. We anticipate a modest improvement in our rating.

The risk audit with VFIS on February 23rd also went well. The rep had a couple of suggestions and observations that should have been forwarded to Commissioner Puszka.

Paul is also helping me update the SOG's and we will incorporate some of VFIS suggestions.

Kerry Merkel and Walter Quast have trained extensively with Yorktown's Dive Team in recent months and will from time to time be responding with them under the WCMA guidelines.

I have forwarded a letter to Yorktown FD acknowledging the same as per NYS guidelines.

Would the BoFC please approve Alec Diamond and Zachary Whittington as active members.

We would like to purchase a battery exhaust fan for the new Rescue from AAA @ \$ 2,289.00 PO # ____

We would like to purchase 10 FF hoods on NYS Contract from MES @24.35 each = \$ 243.50 PO # ____

We need to order a turn out jacket and helmet for Captain Nestro, both on NYS contract from MES @ \$1275.26 + \$308.28 = \$1583.84 PO # _____

As per Commissioner Olenik we would like to order enough LED tubes to complete Station 2 from ebay @ \$649.00 PO # _____ Lt. C.Raguso has been installing same on his own with some help from Commissioner Olenik and FF Sal Santucci.

We need to order 38 batteries, 2 mics, 2 cases, 10 antennas, from ebay for a total of \$780.59 PO # ____

We would like to purchase the floor cleaner as discussed at a reduced cost of \$7478.00 PO # _____

We need to replace the computer and printer/copier in the Captains office at Station 1. Commissioner Lichtenthal was advised of the Computer @ \$ 1384.95 _____ PO # _____

We are asking that Commissioner Lichtenthal be authorized to spend an amount not to exceed \$300.00 to purchase the new printer/copier/fax/scanner PO # _____

We need to purchase a battery charging/reconditioning bank for Station 1 with some assorted adapter plates for both Stations. The best price would be from ebay @ \$2109.95 PO # _____

Would the BoFC like to approve Atlantic Electric to correct the Pole Lighting in the front parking area by installing motion sensors as per his quote \$2040.00 PO# _____

We need the BoFC to approve the caterer, rental fees and servers for the 2017 Inspection.

Based On 200 people +/- Crafty Que \$37 per person plus 3 servers @\$175 each= \$7925.00

Party Line rentals tables/chairs/etc. @ 1050.36 R&B Servers (3 Beverage servers) @\$480.00

Respectfully submitted for the Chief's staff, Greg Santone - Chief