

January 23, 2017

On January 23, 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, Dan Puszka, Jason Lichtenthal, Michael Wolfensohn, Secretary Paul Michael Marinello, Treasurer Rose Cohen, Chief Greg Santone, 2nd Assistant Chief Jorge Rodrigues, 1st Assistant Jan Schwark and Captain Frank Nestro and Lt. Christopher Raguso. Absent was Commissioner Anthony Olenik.

Chairman Schapiro called the meeting to order.

Public Comment

There was no public and no public comment.

Work Session:

Chief's Report by Chief Greg Santone, attached.

Chief Santone mentioned that the truck committee went to visit the KME factory to check on the progress of the new apparatus. The truck is progressing as planned and the District can expect delivery on or about February 17th. He also noted that slight modifications to the specifications will save the District \$6,000.

Treasurer's Report: attached by Treasurer Rose Cohen.

Chairman Schapiro made a motion to allow the following budget line item adjustments, Seconded by Commissioner Wolfensohn, All in Favor.

Transfer \$20,000 from Judgments & Claims to Legal

Transfer \$3,000 from Consultants to Legal

Transfer \$2,000 from Salaries to Legal

Transfer \$4,000 from Electricity to Legal

Transfer \$7,000 from Heating Oil to Legal

Transfer \$2,000 from Dress Uniforms to Legal

Transfer \$2,000 from Water to Maintenance & Repair

Transfer \$4,000 from Maintenance Grounds & Building to Maintenance & Repair

Transfer \$2,000 from Computer Hardware to Computer Software

Treasurer Cohen spoke to the Board regarding her request not to move any money into the reserves at the end of 2016 to which the Board agreed.

Regarding signatories for the District's LOSAP assets at Glens Falls National Bank:
The Board of Fire Commissioners, by unanimous written action, adopt the following resolution proposed by Chairman Schapiro, Seconded by Commissioner Puszka and adopted unanimously.

RESOLVED, that with respect to the Millwood Fire District Length of Service Award Program to which Glens Falls National Bank and Trust Company is acting as Investment Manager of said plan, the following Board of Fire Commissioners shall serve as the Administrative Delegates of said plan and trust.

Each Administrative Delegate, individually, may act and Glens Falls National Bank and Trust Company may rely on the direction of either one of the above listed Administrative Delegates.

The motion was signed by Secretary Marinello and will be returned to Glens Falls National Bank.

There was a discussion regarding allowing firefighter Eugene Vanderbeek to use the meeting space on the second floor at the new firehouse.

Commissioner Puszka made a motion to allow firefighter Eugene Vanderbeek to use the upstairs meeting space as long as he supplies a Certificate of Liability Insurance (including alcohol) naming Millwood Fire District as additional insured, Seconded by Chairman Schapiro, All in Favor. (No access shall be given to gymnasium).

Chairman Schapiro made a motion to adopt the following meeting minutes, Seconded by Commissioner Puszka, All in Favor.

- December 19, 2016
- January 3, 2017

Secretary Marinello has worked with Company President Marc Kavy to produce millwood.org email handles for each commissioner, the treasurer and secretary. The purpose is to centralize the emails on one system versus using personal email handles. Commissioner Lichtenthal suggested that all commissioners and supporting employees should transfer over to the millwood.org email addresses by the February meeting, February 27th.

Commissioner Puszka made a motion to purchase (2) high band Motorola Minitor pagers from MetroCom at a cost not to exceed \$1,000, Seconded by Chairman Schapiro, All in Favor. PO#177

Commissioner Puszka made a motion to purchase (2) portable lights from (MA-10, Tanker

15) from MES on NY State bid contract \$1,136 (\$568 per), Seconded by Chairman Schapiro, All in Favor. PO#178

Chief Santone stated that the fire company is prepared for the ISO audit which is scheduled Thursday, February 2nd.

L.t. Raguso presented the Board with information regarding (2) exterior LED lights for Station 2, and indoor LED lights for the apparatus bay (Station 2).

Commissioner Puszka made a motion to purchase (2) Wall pack lights from Wallpacksdirect.com at a cost of \$269 per, and (50) LED bulbs for the apparatus bay at Station 2 from ebay, Seconded by Chairman Schapiro, All in Favor. PO#179

Secretary Marinello updated the Board on the following items:

- FOIL requests which are all in process of being completed
- That he has been in touch with the principal at Horace Greely High School regarding finding students who are interested in redesigning the District website
- Regarding the search to replace the Secretary role, the District has received and reviewed approximately 20 resumes, has shortlisted three candidates and that references will be called
- Regarding OSHA requirements: Commissioner Wolfensohn and Secretary Marinello met with the Chappaqua Chiefs who provided a great deal of insight on OSHA compliance. Next steps: Secretary Marinello will create a checklist and work with the Chiefs to implement a streamlined process of making certain all of our volunteers have the proper paperwork to ensure they have met the OSHA requirements

There was a brief discussion regarding HVAC bids for a service contract at Station 1. The discussion was tabled for a special meeting.

Chairman Schapiro made a motion to enter an executive session regarding legal matters, Seconded by Commissioner Puszka, All in Favor. The time is 9:35pm.

Chairman Schapiro made a motion to exit the executive session, Seconded by Commissioner Puszka, All in Favor. The time is 9:45pm.

Paul Michael Marinello
Secretary, Millwood Fire District

5:12 PM

01/23/17

Accrual Basis

MILLWOOD FIRE DISTRICT

Balance Sheet

As of December 31, 2016

Dec 31, 16

ASSETS

Current Assets

Checking/Savings

A200 · Cash - Budget Operating Fund

A200.1 · BOF Checking 4111028710

653,349.85

Total A200 · Cash - Budget Operating Fund

653,349.85

A230 · Cash - Cap RF

A230.1 · CRF Checking 816868657

209,272.89

Total A230 · Cash - Cap RF

209,272.89

A231 · Cash - ERF

A231.2 · ERF Checking 937110245

992,087.83

Total A231 · Cash - ERF

992,087.83

H200 · Cash - Fire House Project Fund

H200.1 · FHP Checking Acct 455267851

804,464.38

Total H200 · Cash - Fire House Project Fund

804,464.38

Total Checking/Savings

2,659,174.95

Total Current Assets

2,659,174.95

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

5:12 PM

01/23/17

Accrual Basis

MILLWOOD FIRE DISTRICT

Balance Sheet

As of December 31, 2016

	Dec 31, 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	20,816,096.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	145,362.74
Total Accounts Payable	145,362.74
Other Current Liabilities	
24000 · Payroll Liabilities	727.46
Total Other Current Liabilities	727.46
Total Current Liabilities	146,090.20
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	9,431,090.20
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

5:12 PM

01/23/17

Accrual Basis

MILLWOOD FIRE DISTRICT

Balance Sheet

As of December 31, 2016

	Dec 31, 16
TA881.5 · Fund Balance Pension Trust Fund	1,179,043.00
W00125 · Fund Balance - Bonds Payable	-9,285,000.00
Net Income	-213,852.15
Total Equity	11,385,005.83
TOTAL LIABILITIES & EQUITY	<u>20,816,096.03</u>

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

December 20, 2016 through January 31, 2017

	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.				
	12/20/2016	A3420 · Fire Equip Purchased From ERF	6,482.00	6,482.00
	12/22/2016	A3410 · Equipment purchases	80.94	6,562.94
	12/22/2016	A408.40 · testing	1,165.00	7,727.94
Total AAA Emergency Supply Co., Inc.			7,727.94	7,727.94
AFDSNY				
	01/03/2017	A402.2 · Training	125.00	125.00
	01/03/2017	A402.2 · Training	125.00	250.00
Total AFDSNY			250.00	250.00
Allclean Building Maintenance				
	01/03/2017	A34.456 · Custodial Svc New Fire House	773.00	773.00
	01/03/2017	A34.442 · Custodial Svc Sta 2	188.00	961.00
Total Allclean Building Maintenance			961.00	961.00
American Recycling Technologies, Inc				
	01/19/2017	A2410 · Rentals	-200.00	-200.00
Total American Recycling Technologies, Inc			-200.00	-200.00
Chase Card Services				
	12/26/2016	A410.4 · Computer Software	2.00	2.00
Total Chase Card Services			2.00	2.00
Compliance, a System One Division				
	12/21/2016	A34.486 · Legal, New Fire House Project	417.00	417.00
Total Compliance, a System One Division			417.00	417.00
Farrell Fritz, P.C.				
	12/20/2016	A34.486 · Legal, New Fire House Project	28,618.31	28,618.31
Total Farrell Fritz, P.C.			28,618.31	28,618.31
FDM Preferred Insurance Company, Inc				
	12/22/2016	A94.800 · Worker's Comp Ins	47,980.00	47,980.00
Total FDM Preferred Insurance Company, Inc			47,980.00	47,980.00
Journal News				
	12/29/2016	A406 · Legal Notices	50.00	50.00
Total Journal News			50.00	50.00
JP McHale Account				
	01/01/2017	A34.419 · Inside Maintenance Sta 2	58.00	58.00

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

December 20, 2016 through January 31, 2017

	Date	Account	Amount	Balance
	01/01/2017	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account			123.00	123.00
MetTel Acct 0100413954				
	12/23/2016	A34.439 · Phone Service	48.44	48.44
Total MetTel Acct 0100413954			48.44	48.44
Municipal Emergency Services (M.E.S.)				
	01/17/2017	A3420 · Fire Equip Purchased From ERF	1,136.00	1,136.00
Total Municipal Emergency Services (M.E.S.)			1,136.00	1,136.00
New Castle-Stanwood Water District				
	12/21/2016	A34.454 · Water Usage New House	294.00	294.00
	12/21/2016	A34.453 · Water usage Sta 2	28.80	322.80
	12/21/2016	A34.454 · Water Usage New House	28.80	351.60
Total New Castle-Stanwood Water District			351.60	351.60
New York Power Authority Acct 2363579				
	01/10/2017	A34.450 · Electricity New Fire House	1,395.50	1,395.50
	01/10/2017	A34.449 · Electricity Station 2	324.27	1,719.77
Total New York Power Authority Acct 2363579			1,719.77	1,719.77
Nextel Communications Acct 769285023				
	12/23/2016	A34.438 · Cellular Service	356.67	356.67
Total Nextel Communications Acct 769285023			356.67	356.67
Optimum				
	12/29/2016	A34.437 · Cable On-Line Services	105.63	105.63
	12/29/2016	A407.54 · Cable TV	172.93	278.56
	12/29/2016	A34.437 · Cable On-Line Services	221.36	499.92
	12/29/2016	A34.439 · Phone Service	203.62	703.54
Total Optimum			703.54	703.54
Original Energy				
	01/07/2017	A34.451 · Heating Oil New Fire House	2,697.73	2,697.73
	01/17/2017	A34.447 · Heating oil Station 2	1,421.63	4,119.36
Total Original Energy			4,119.36	4,119.36
Paraco Gas Corporation				
	01/07/2017	A407.23 · Propane	62.25	62.25
Total Paraco Gas Corporation			62.25	62.25

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

December 20, 2016 through January 31, 2017

	Date	Account	Amount	Balance
Rocky's Millwood Deli				
	12/20/2016	A19.412 · Miscellaneous	1,359.88	1,359.88
Total Rocky's Millwood Deli			1,359.88	1,359.88
Ruscon Truck Service				
	01/11/2017	A408.48 · E248	1,248.29	1,248.29
	01/11/2017	A408.15 · T15	3,146.22	4,394.51
Total Ruscon Truck Service			4,394.51	4,394.51
Staples Credit Plan				
	01/07/2017	A34.471 · Office supplies & sundry	65.97	65.97
Total Staples Credit Plan			65.97	65.97
Suburban Carting Co.				
	12/31/2016	A34.417 · Sanitation Svc Sta 2	60.00	60.00
	12/31/2016	A407.82 · Sanitation Svc New Fire House	63.00	123.00
Total Suburban Carting Co.			123.00	123.00
Verizon				
	12/28/2016	A34.439 · Phone Service	142.25	142.25
Total Verizon			142.25	142.25
Vista Construction & Landscape				
	12/20/2016	A34.415 · Outside Maintenance Sta 2	0.00	0.00
	12/20/2016	A407.83 · Outside Maint. New Fire House	590.00	590.00
	01/17/2017	A34.415 · Outside Maintenance Sta 2	0.00	590.00
	01/17/2017	A407.83 · Outside Maint. New Fire House	1,660.00	2,250.00
Total Vista Construction & Landscape			2,250.00	2,250.00
Westchester County Board of Elections				
	01/05/2017	A2410 · Rentals	-500.00	-500.00
Total Westchester County Board of Elections			-500.00	-500.00
SUBTOTAL			102,262.49	102,262.49
Rose Cohen		Payroll	2,111.55	2,111.55
Paul Michael Marinello		Payroll	1,927.24	1,927.24
941 Tax Deposit		Payroll	1,102.54	1,102.54
TOTAL			107,403.82	107,403.82

Millwood Fire District BoFC Meeting January 23rd, 2017

We would like to purchase two high band Motorola Minitor 6 pagers at a cost not to exceed \$500.00 each from MetroCom = \$1,000.00 PO# _____

We would like to purchase two portable lights, one for MA-10 and one for T-15 on NYS Contract at a cost of \$568.00 each= \$ 1,136.00 PO# _____

We would like the BoFC to allow FF Eugene Vanderbeek to use the upstairs room as outlined in my email sent to all Commissioners, last week.

We have prepared thoroughly for the ISO audit and anticipate having it as scheduled on Thursday February 2nd.

Lt. Raguso should have a quote for the 2 exterior lights, and all the interior bay bulbs needed to convert Station 2 to LED lighting.

Lt. Raguso believes he found the problems and was able to repair both the overhead projector connection and the Membership room TV's

We would like the BoFC to consider the purchase of a floor cleaning machine, primarily for the bay floor at Station 1 but also for the bay floor at Station 2. The bay floor at Station 1 is very hard to clean and keep clean. The machine we are suggesting uses no soaps or chemicals but nano-bubble technology. It neutralizes salt and grease residues and leaves the floor clean with no streaking. We had an onsite demo and were favorably impressed. Additionally as all water currently used at Station 1 to clean the floor with garden hoses - when needed - is directed to the outside storage tank that eventually needs to be pumped at a further cost to the District, this machine although initially a moderate expense will, needing no soaps or cleaners and using little water, over time pay for itself. If an additional demonstration is required, we will try to set one up. The cost would be in the \$8,000.00 range.

Respectfully submitted,
For the Chief's staff.

Greg Santone – Chief