

**Millwood Board of Fire Commissioners  
Fire District Board Regular Meeting**

July 27, 2020 7:30pm  
Station 1: 100 Millwood Rd  
Millwood, NY

**AGENDA**

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**Public Comment**

**Chief's Report**

**Treasurer's Report**

**Working Session**

Approval Minutes of June 22, 2020  
2019 Financials Vote  
Future meeting location  
2021 Budget Preparation  
COVID-19 LOSAP Resolution Document & Points  
COVID-19 Quarantine guidelines

**Adjourn**

Millwood Board of Fire Commissioners  
Meeting Minutes June 22<sup>nd</sup>, 2020

On June 22<sup>nd</sup>, 2020 the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 pm via video. Present at the meeting were Commissioners: Alan Schapiro, Anthony Olenik, Dan Puszka, Michael Wolfensohn and Jordan Schiffman; Secretary Joseph McConnell, Treasurer Rose Cohen, Chief Raguso, Asst. Chief McCarthy and Chief's Aid Greg Santone.

Chairman Schapiro called the meeting to order.

**Public Comment**

No public comments.

**Chief's Report** (attached)

**Treasurer's Report** (attached)

**Work Session**

A motion was made by Commissioner Olenik to accept the May 18<sup>th</sup>, 2020 Regular Meeting Minutes, the motion was seconded by Commissioner Wolfensohn. All in favor

A motion was made by Commissioner Olenik to accept the June 9<sup>th</sup>, 2020 Special Meeting Minutes, the motion was seconded by Commissioner Wolfensohn. All in favor.

A motion was made by Commissioner Wolfensohn to appoint Jorge Rodrigues 1<sup>st</sup> Assistant Chief of the Department, seconded by Commissioner Olenik. All in favor.

The Treasurer shared information from the NYS Comptroller's office suggesting Fire District's take an annual physical inventory of major types of equipment and assign a person responsible for physically safe guarding it. The Controller's office suggested a lower dollar threshold than which is used for capitalization.

The Board discussed the Controller's suggestions and felt the District's current \$5,000.00 threshold for capitalization which is compliant with NYS requirements was adequate.

The Board requested the Treasurer to investigate why some District vendors were charging sales tax on purchases.

The Secretary advised the Board that the LOSAP COVID-19 5-point service award bill was awaiting the Governor's signature. The District LOSAP administrator will advise once the bill is signed.

Chief's Aid Santone informed the Board that under the LOSAP guidelines the service award amount can be increased from \$20.00 to \$30.00 monthly. Penflex the District's LOSAP administrator will provide the Board with a proposal for consideration.

A motion was made by Commissioner Olenik to hire Vista Construction & Landscape Contractors to repair the Station 1 dumpster gate, add wheels to the gate, install one fence section in front of the transformer with new footings and remove/clean trees from the out fall pipe at a cost of \$2,100.00, seconded by Commissioner Wolfensohn. All in favor.

A motion was made by Commissioner Puszka to have Sleepy Hollow Window Cleaning, LLC clean the Station 1 windows at a cost of \$2,000.00, seconded by Commissioner Schiffman. All in favor.

Millwood Board of Fire Commissioners  
Meeting Minutes June 22<sup>nd</sup>, 2020

The Board tabled a decision on a Station 1 elevator service contract pending further investigation.

The Board discussed the D.P. Wolff, Inc. Station 1 proposal for installing Bi-Polar Ionization Units to improve indoor air quality. It was decided to continue changing the Station 1 HVAC air filters on a regular basis.

Chief's Aid Santone advised the Board two sets of Station 2 keys have been order for new members.

The Board tabled a decision to accept the Witts Springs Fire Department bid for Engine 247 pending additional offers.

A motion was made by Commissioner Olenik to purchase two AEDs for each Utility from Heart Smart at a total cost of \$2,660.00, seconded by Commissioner Wolfensohn. All in favor. PO # 283

A motion was made by Commissioner Puszka to purchase a KNOX box with software license for the new Chief vehicle at a cost of \$1,200.00. seconded by Commissioner Schiffman. All in favor. PO # 284

A motion was made by Commissioner Puszka to purchase four helmet shields for the Captain and three Lieutenants from MES at a total cost of \$227.96, seconded by Commissioner Wolfensohn. All in favor. PO # 285

A motion was made by Commissioner Wolfensohn to purchase a two Morning Pride turnout coats for Ex-Chief Swank and 2<sup>nd</sup> Assistant Chief McCarthy under NYS contract from MES at a cost of \$ 2,929.22, seconded by Commissioner Schiffman. All in favor. PO # 286

A motion was made by Commissioner Olenik to move into executive session to discuss personnel matters at 8:35 P.M., seconded by Commissioner Wolfensohn. All in favor.

A motion was made by Chairman Schapiro to exited Executive Session at 8:40 P.M., seconded by Commissioner Olenik. All in favor.

Chairman Schapiro made a motion to adjourn. Seconded by Commissioner Schiffman. All in favor. The time 8:42 PM.

Respectively submitted,

Joseph P. McConnell  
District Secretary

# NYS COVID-19 LOSAP Points

Re: Information Call with Penflex (MFD LOSAP Pension Administrator)

Date: July 7, 2020

Attendees – Ed Houlihan, CEO Penflex and Joe McConnell

## Background

Under the NYS Governors COVID Emergency Executive Order Fire Districts are allowed to award all active firefighters additional LOSAP points each month during the emergency period. The order protects active firefighters who are unable to respond to emergency calls or other fire activities do to underlying health issues which prevents them from participating.

## Points of Interest:

1. **Timeframe** – The COVID-19 emergency period was declared from March 7, 2020 through September 7, 2020. The Emergency Order can be extended by the Governor post September 7<sup>th</sup>.
2. **Eligibility**- The COVID -19 LOSAP point applies to all active Firefighters serving during the emergency order period.
3. **Point Value** – A District may award between 1 to 5 points each month to an active Firefighter during the COVID-19 emergency period. These points are in addition to the normal LOSAP points earned by active Firefighter during the same period. The LOSAP point amount is at the discretion of the BoFC but must be consistent across all months.
4. **Recording Points** – The COVID-19 points will be added to the year end LOSAP census and be posted to a separate category. There will be no additional administrative cost for Penflex processing the COVID-19 points.
5. **Resolution** – The BoFC will be required to pass a resolution approving the COVID-19 LOSAP points and the point value by April, 2021. Penflex is drafting a resolution template for the Fire District to ratify. The template cost will be approximately \$300.00.
6. **Communication** – The District will need to send the active firefighters two notices. The first will be advising the member they will be receiving additional COVID-19 points. The second will be advising the member how many points they will be receiving over the normal LOSAP points.

(Enter name of District, Department, Town, etc.)

**RESOLUTION PROVIDING LENGTH OF SERVICE AWARD CREDIT  
DURING A STATE DISASTER EMERGENCY**

Resolution No.

**WHEREAS**, the (Enter name of District, Department, Town, etc.) is a political subdivision of the state of New York pursuant to Town Law section 175 (7) and is the sponsor of a length of service award program ("LOSAP") pursuant to Article 11-A of the General Municipal Law; and

**WHEREAS**, a state disaster emergency as defined in Executive Law section 20 was declared by the Governor of the State of New York on March 7, 2020; and

**WHEREAS**, pursuant to General Municipal Law section 217(p) established by Chapter 113 of the Laws of 2020 and effective June 17, 2020 whereby an active volunteer firefighter service award program may provide for the crediting of up to five additional points per month, prorated for periods of less than one month, to each active volunteer firefighter for each month that special emergency response rules were in place restricting firefighter responses to emergency responses and/or restricting the holding of activities for which points could be earned due to guidelines related to the state disaster emergency; and

**WHEREAS**, pursuant to such amendment of the General Municipal Law ("GML") the (Enter name of District, Department, Town, etc.) , upon electing to provide the additional points authorized under GML 217(p), shall adopt a resolution by April 30, 2021 determining the number of additional points to be credited per month, provided that any additional points credited pursuant to GML 217(p) shall be in addition to any other points earned pursuant to GML 217 during the state disaster emergency;

**NOW, THEREFORE IT IS**

**RESOLVED**, that the (Enter name of District, Department, Town, etc.) does hereby elect to provide an additional five (5) points credited per month for every active volunteer firefighter under the jurisdiction of the Fire District pursuant to this Resolution and the provisions of GML 217 (p) and as otherwise provided by law; and it is further

**RESOLVED**, that such additional points shall be credited beginning March 7, 2020 and prorated for the month of March in the amount of four (4) points, that being 77% of March 2020 remaining from March 7 through March 31, 2020; and it is further

**RESOLVED**, that such additional points shall be credited in the full amount of five (5) points for the months of April, May and June 2020 and any full months, and prorated

for any partial months, thereafter until such time the state disaster emergency special emergency response rules in place restricting firefighter responses to emergency responses and/or restricting the holding of activities for which points could be earned due to guidelines related to the state disaster emergency are ended and the further Resolution of the (Enter title of sponsor, ie. Comm'r, Mayor, Board ; and it is further

**RESOLVED**, that any additional points credited pursuant to GML 217(p) and this Resolution shall be in addition to any other points earned pursuant to GML 217 during the state disaster emergency commencing on March 7, 2020; and it is further

**RESOLVED**, that this Resolution shall remain in effect until further Resolution and determination by the (Enter title of sponsor, ie. Comm'r, Mayor, Board ; provided in GML 217(p) and as otherwise provided by law; and it is further

**RESOLVED**, that the Secretary is directed to provide a copy of this Resolution to the Plan Administrator for filing with the Plan, post the same in the (Dept, House, Hall, and make copies available to all active volunteer members.

(Enter name / position) moved, (Enter name / position) seconded,  
and the vote went as follows:

Name:

Voting: Aye or Nay:

(Enter name)

(Enter name)

(Enter name)

(Enter name)

(Enter name)

The foregoing resolution was thereupon declared duly adopted and approved by  
(Enter title of sponsor, ie. Comm'r, Mayor, Board of...etc.)

Date:

,Secretary

(Enter name of District, Department, Town, etc.)