

Millwood Board of Fire Commissioners
Meeting Minutes June 22nd, 2020

On June 22nd, 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 18th, 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 9th, 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 1st 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.

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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 Puzka 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 Puzka 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 2nd 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

MILLWOOD FIRE DISTRICT BoFC MEETING Chiefs Report June 22nd , 2020

The new Engine 247 is in service and continues to perform very well. As reported last month, Bulldog Fire Apparatus sent a technician who is in the process of completing a small punch list of items and Forest Hill is in the process of completing the lettering and striping.

The new Chiefs vehicle has been delivered and is ready to be put in service as soon as the First Assistant Chief position is filled. The 2013 Tahoe has been put in service as U-145.

As we anticipate beginning participation in the Echo Level EMS response we would like to purchase 2 additional AED's, one for each Utility at a cost of \$1330.00 each = \$2660.00
PO # _____

We have restarted some essential training under controlled guidelines. Basic skills such as hydrant connections, ground ladders, attack line operations, and vehicle extrication evolutions have been covered.

Unfortunately, the KNOX box for the new Chiefs vehicle that was approved last month requires a onetime \$1200.00 software / licensing fee due to updated technologies. We would need this package to install, repair or replace any additional vehicle KNOX BOX installations going forward either way. Cost: \$1200.00 PO # _____

I would like to purchase 4 helmet shields for the Captain and three Lieutenants from MES at a cost of \$56.99 each = \$227.96 PO # _____

For Chief Chris Raguso,

Greg Santone
LT / CA / TO

MILLWOOD FIRE DISTRICT
Balance Sheet
As of May 31, 2020

May 31, 20

	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	1,996,109.66
Total A200 · Cash - Budget Operating Fund	<u>1,996,109.66</u>
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	559,267.74
Total A230 · Cash - Cap RF	<u>559,267.74</u>
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	179,590.86
Total A231 · Cash - ERF	<u>179,590.86</u>
Total Checking/Savings	<u>2,734,968.26</u>
Other Current Assets	
A200.4 · Petty Cash	250.00
Total Other Current Assets	<u>250.00</u>
Total Current Assets	<u>2,735,218.26</u>
Fixed Assets	
K101 · Land	45,000.00
K101.1 · Land-New Fire House	2,317,440.59
K102 · Buildings & improvements	
K102.1 · New Fire House	14,009,516.17
K102.2 · Station 2	780,613.00
Total K102 · Buildings & improvements	<u>14,790,129.17</u>
K104 · Furnishings & Equipment	
K104.1 · New Fire House	289,309.50
K104.2 · Station 2	59,496.00
Total K104 · Furnishings & Equipment	<u>348,805.50</u>
K106 · Other fixed assets	
K106.1 · Vehicles	2,683,108.36
K106.2 · Equipment	400,441.00
Total K106 · Other fixed assets	<u>3,083,549.36</u>
K109.1 · Construction in Progress-Trucks	57,544.00
Total Fixed Assets	<u>20,642,468.62</u>
Other Assets	
K480 · Prepaid Insurance	8,080.00
TA · LOSAP	
TA461.2 · American Equity Annuity	38,992.69
TA461.8 · Glens Falls NB Cash	143,157.75
TA461.9 · Glens Falls NB Invest. at MV	1,454,027.37
Total TA · LOSAP	<u>1,636,177.81</u>
Total Other Assets	<u>1,644,257.81</u>
TOTAL ASSETS	<u><u>25,021,944.69</u></u>
LIABILITIES & EQUITY	
Liabilities	

MILLWOOD FIRE DISTRICT

Balance Sheet

As of May 31, 2020

	<u>May 31, 20</u>
Current Liabilities	
Accounts Payable	
A600 · *Accounts Payable	72.68
Total Accounts Payable	<u>72.68</u>
Other Current Liabilities	
24000 · Payroll Liabilities	126.45
TA600 · Accounts Payable - LOSAP	14,579.00
Total Other Current Liabilities	<u>14,705.45</u>
Total Current Liabilities	<u>14,778.13</u>
Long Term Liabilities	
W628 · Bonds Payable	7,910,000.00
Total Long Term Liabilities	<u>7,910,000.00</u>
Total Liabilities	<u>7,924,778.13</u>
Equity	
32000 · Retained Earnings	609,862.19
A806 · Fund Balance-Not Spendable	8,080.00
A878.9 · Fund balance - BOF	616,300.22
A878.RA · Fund balance - Cap RF	259,520.55
A878.RB · Fund balance - ERF	344,012.32
H909 · Fund Balance - Cap Bldg. Fund	104,767.67
K878.9 · Fund balance - Prop & Equip	20,642,470.26
TA881.5 · Fund Balance Pension Trust Fund	1,621,598.60
W125 · Amt needed for bond refunds	-7,910,000.00
Net Income	800,554.75
Total Equity	<u>17,097,166.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,021,944.69</u></u>

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

June 1 - 22, 2020

Type	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.				
Bill	06/15/2020	A408.4 · Equipment	1,879.00	1,879.00
Total AAA Emergency Supply Co., Inc.			1,879.00	1,879.00
Allclean Building Maintenance				
Bill	06/01/2020	A34.456 · Custodial Svc New Fire House	860.00	860.00
Bill	06/01/2020	A34.442 · Custodial Svc Sta 2	194.00	1,054.00
Total Allclean Building Maintenance			1,054.00	1,054.00
Almeida Oil Co.				
Bill	06/01/2020	A34.447 · Heating oil Station 2	926.23	926.23
Total Almeida Oil Co.			926.23	926.23
Armstrong Plumbing & Heating				
Bill	06/01/2020	A407.80 · Inside Maint. New Fire House	315.00	315.00
Total Armstrong Plumbing & Heating			315.00	315.00
Candix, Inc.				
Bill	06/01/2020	A34.427 · Inspections	552.00	552.00
Total Candix, Inc.			552.00	552.00
Chase Card Services				
Bill	06/03/2020	A410.4 · Computer Software	691.99	691.99
Bill	06/03/2020	A34.471 · Office supplies & sundry	1.40	693.39
Bill	06/03/2020	A19.412 · Miscellaneous	44.92	738.31
Total Chase Card Services			738.31	738.31
D.P. Wolff Inc.				
Bill	06/01/2020	A407.80 · Inside Maint. New Fire House	305.03	305.03
Bill	06/01/2020	A34.419 · Inside Maintenance Sta 2	39.38	344.41
Total D.P. Wolff Inc.			344.41	344.41
Danbury Auto Spring and Welding Co., Inc.				
Bill	06/15/2020	A408.48 · E248	642.00	642.00
Total Danbury Auto Spring and Welding Co., Inc.			642.00	642.00
First Responder Warning Systems LLC				
Bill	06/15/2020	A3420 · Fire Equip Purchased From ERF	13,449.50	13,449.50
Total First Responder Warning Systems LLC			13,449.50	13,449.50
Hills Signs				
Bill	06/01/2020	A3410 · Equipment purchases	229.00	229.00

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

June 1 - 22, 2020

	Type	Date	Account	Amount	Balance
Total Hills Signs				229.00	229.00
Hopewell Fire Apparatus Service Co.					
	Bill	06/01/2020	A408.50 · L52	1,770.40	1,770.40
	Bill	06/01/2020	A408.10 · MA10	1,187.69	2,958.09
	Bill	06/01/2020	A408.15 · T15	3,753.85	6,711.94
	Bill	06/15/2020	A408.48 · E248	10,401.08	17,113.02
Total Hopewell Fire Apparatus Service Co.				17,113.02	17,113.02
Hubbinette-Cowell Associates Inc.					
	Bill	06/03/2020	A34.466 · General Liability	12,388.00	12,388.00
Total Hubbinette-Cowell Associates Inc.				12,388.00	12,388.00
Hudson Valley Door & Hardware					
	Bill	06/01/2020	A19.412 · Miscellaneous	107.15	107.15
	Bill	06/15/2020	A19.412 · Miscellaneous	111.20	218.35
Total Hudson Valley Door & Hardware				218.35	218.35
JP McHale Account					
	Bill	06/08/2020	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	Bill	06/08/2020	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account				123.00	123.00
Lantegrity Consulting Group					
	Bill	06/05/2020	A34.480 · Consultants	375.00	375.00
Total Lantegrity Consulting Group				375.00	375.00
Lyon, Douglas R.					
	Check	06/05/2020	A3410 · Equipment purchases	223.19	223.19
	Check	06/08/2020	A3410 · Equipment purchases	41.00	264.19
Total Lyon, Douglas R.				264.19	264.19
Metrocom Wireless					
	Bill	06/01/2020	A408.3 · Radio Maintenance	526.75	526.75
Total Metrocom Wireless				526.75	526.75
Montrose Beer & Soda					
	Bill	06/15/2020	A19.412 · Miscellaneous	110.00	110.00
Total Montrose Beer & Soda				110.00	110.00
Municipal Emergency Services (M.E.S.)					
	Bill	06/01/2020	A3410.1 · Turnout gear	2,922.29	2,922.29

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

June 1 - 22, 2020

Type	Date	Account	Amount	Balance
Bill	06/15/2020	A3410.1 · Turnout gear	45.25	2,967.54
Total Municipal Emergency Services (M.E.S.)			2,967.54	2,967.54
New York Power Authority Acct 2363579				
Bill	06/15/2020	A34.450 · Electricity New Fire House	872.28	872.28
Bill	06/15/2020	A34.449 · Electricity Station 2	250.01	1,122.29
Total New York Power Authority Acct 2363579			1,122.29	1,122.29
On Spot Scales				
Bill	06/01/2020	A408.1 · Apparatus	1,100.00	1,100.00
Total On Spot Scales			1,100.00	1,100.00
Open Systems Metro				
Bill	06/01/2020	A407.80 · Inside Maint. New Fire House	912.00	912.00
Bill	06/15/2020	A34.455 · Security	500.00	1,412.00
Total Open Systems Metro			1,412.00	1,412.00
Optimum				
Bill	06/01/2020	A407.54 · Cable TV	178.36	178.36
Bill	06/01/2020	A34.437 · Cable On-Line Services	223.88	402.24
Bill	06/01/2020	A407.5 · Telephone/Cable	247.37	649.61
Bill	06/01/2020	A34.437 · Cable On-Line Services	105.72	755.33
Total Optimum			755.33	755.33
Ossining lawn mower service inc				
Bill	06/01/2020	A408.36 · R36	30.00	30.00
Total Ossining lawn mower service inc			30.00	30.00
Paraco Gas Corporation				
Bill	06/05/2020	A407.23 · Propane	70.31	70.31
Total Paraco Gas Corporation			70.31	70.31
Sprint				
Bill	06/01/2020	A34.438 · Cellular Service	357.06	357.06
Total Sprint			357.06	357.06
Staples Credit Plan				
Bill	06/19/2020	A34.471 · Office supplies & sundry	135.92	135.92
Total Staples Credit Plan			135.92	135.92
Stiloski's Automotive Corp				
Bill	06/01/2020	A408.02 · Apparatus Repairs paid by ins	11,500.00	11,500.00

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

June 1 - 22, 2020

	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Total Stiloski's Automotive Corp				11,500.00	11,500.00
Suburban Carting Co.					
	Bill	06/15/2020	A407.82 · Sanitation Svc New Fire House	128.21	128.21
	Bill	06/15/2020	A34.417 · Sanitation Svc Sta 2	0.00	128.21
Total Suburban Carting Co.				<u>128.21</u>	<u>128.21</u>
Verizon					
	Bill	06/05/2020	A34.439 · Phone Service	70.33	70.33
Total Verizon				<u>70.33</u>	<u>70.33</u>
Vista Construction & Landscape					
	Bill	06/19/2020	A34.415 · Outside Maintenance Sta 2	440.00	440.00
	Bill	06/19/2020	A407.83 · Outside Maint. New Fire House	924.00	1,364.00
Total Vista Construction & Landscape				<u>1,364.00</u>	<u>1,364.00</u>
WEX Bank					
	Bill	06/01/2020	A408.11 · diesel	697.59	697.59
	Bill	06/01/2020	A408.22 · gasoline	696.91	1,394.50
Total WEX Bank				<u>1,394.50</u>	<u>1,394.50</u>
Wireworxs Inc.					
	Bill	06/15/2020	A407.80 · Inside Maint. New Fire House	4,785.36	4,785.36
Total Wireworxs Inc.				<u>4,785.36</u>	<u>4,785.36</u>
SUBTOTAL				<u>78,440.61</u>	<u>78,440.61</u>
			Payroll	2,173.74	2,173.74
			Payroll	1,464.04	1,464.04
			Payroll	461.75	461.75
			Payroll	982.20	982.20
TOTAL				<u>83,522.34</u>	<u>83,522.34</u>
The Depository Trust Company*					
	Bill	06/01/2020	A97.100 · Long Term Bond Principal	355,000.00	355,000.00
	Bill	06/01/2020	A97.000 · Long Term Bond Interest	107,468.75	462,468.75
Total The Depository Trust Company				<u>462,468.75</u>	<u>462,468.75</u>

*Approved at last month's meeting, wire transferred on 6/1/2020.