

Millwood Board of Fire Commissioners  
Meeting Minutes March 23<sup>rd</sup>, 2020

On March 23, 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 and Chief's Aid Greg Santone.

Chairman Schapiro called the meeting to order.

**Public Comment**

No public comments.

Attending the meeting was Town Councilman Jason Lichtenthal

**Chief's Report** (attached)

**Treasurer's Report** (attached)

**Work Session**

A motion was made by Commissioner Wolfensohn to accept the February 24<sup>th</sup>, 2020 Regular Meeting Minutes, the motion was seconded by Commissioner Olenik. Commissioners Schapiro Olenik, Puszka and Wolfensohn in favor. Commissioner Schiffman abstained.

A motion was made by Commissioner Olenik and seconded by Commissioner Puszka to accept the Length of Service Award Program (LOSAP) points for 2019.

Chairman Schapiro	Yea
Commissioner Olenik	Yea
Commissioner Puszka	Yea
Commissioner Wolfensohn	Yea
Commissioner Schiffman	Yea

All in favor

A motion was made by Chairman Schapiro to select Wire Works, Inc to install Station 1 hardware and software for the key fob system at a cost of \$4,785.70 pending referrals, seconded by Commissioner Schiffman. All in favor.

A motion was made by Commissioner Olenik to renew the Station 1 & 2 landscape contract with Vista Landscaping at the 2019 rate schedule, seconded by Commissioner Wolfensohn. All in favor.

The Board discussed Sleeping Hollow Cleaning's proposal to clean Station 1 & 2 windows for \$2,000.00 and decided to reconsider the proposal following redaction of shelter in place guidelines.

A motion was made by Commissioner Puszka to purchase six portable radios for the new fire engine from Metrocom Radio under NYS contract for \$10,935. The Equipment Reserve Fund will provide the dollars to purchase the radios. Seconded by Commissioner Olenik. All in favor. PO # 278

Commissioner Wolfensohn made a motion to adjourn. Seconded by Chairman Schapiro. All in favor. The time 8:23 PM.

Joseph P. McConnell  
District Secretary

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

March 2020

Type	Date	Account	Amount	Balance
<b>Advance Auto Parts</b>				
Bill	03/17/2020	A408.53 · Chief 2253	69.34	69.34
<b>Total Advance Auto Parts</b>				
<b>Allclean Building Maintenance</b>				
Bill	03/11/2020	A34.456 · Custodial Svc New Fire House	420.00	420.00
Bill	03/11/2020	A34.442 · Custodial Svc Sta 2	87.00	507.00
<b>Total Allclean Building Maintenance</b>				
<b>Almeida Oil Co.</b>				
Bill	03/09/2020	A408.11 · diesel	346.32	346.32
Bill	03/09/2020	A34.447 · Heating oil Station 2	1,158.19	1,504.51
<b>Total Almeida Oil Co.</b>				
<b>Bulldog Fire Apparatus of NY, Inc.</b>				
Bill	03/19/2020	A3420 · Fire Equip Purchased From ERF	689,463.05	689,463.05
<b>Total Bulldog Fire Apparatus of NY, Inc.</b>				
<b>Chase Card Services</b>				
Bill	03/09/2020	A34.471 · Office supplies & sundry	60.00	60.00
Bill	03/09/2020	A19.412 · Miscellaneous	31.93	91.93
Bill	03/09/2020	A410.4 · Computer Software	4.00	95.93
Bill	03/09/2020	A3410 · Equipment purchases	687.15	783.08
<b>Total Chase Card Services</b>				
<b>Elizabeth Sanger</b>				
Bill	03/11/2020	A402.2 · Training	2,235.00	2,235.00
<b>Total Elizabeth Sanger</b>				
<b>Energy Management of Facilities, Inc.</b>				
Bill	03/17/2020	A407.80 · Inside Maint. New Fire House	285.00	285.00
<b>Total Energy Management of Facilities, Inc.</b>				
<b>Federal Licensing, Inc.</b>				
Bill	03/17/2020	A19.412 · Miscellaneous	110.00	110.00
<b>Total Federal Licensing, Inc.</b>				
<b>Hubbnette-Cowell Associates Inc.</b>				
Bill	03/11/2020	A34.466 · General Liability	12,388.00	12,388.00
<b>Total Hubbnette-Cowell Associates Inc.</b>				
<b>Integrity Facility Services</b>				

# MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

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Type	Date	Account	Amount	Balance
Bill	03/11/2020	A34.456 · Custodial Svc New Fire House	320.00	320.00
Bill	03/11/2020	A34.442 · Custodial Svc Sta 2	72.00	392.00
			392.00	392.00
Total Integrity Facility Services				
<b>Interstate Fire &amp; Safety Equipment Co, In</b>				
Bill	03/11/2020	A407.80 · Inside Maint. New Fire House	466.75	466.75
Bill	03/17/2020	A407.80 · Inside Maint. New Fire House	750.00	1,216.75
			1,216.75	1,216.75
Total Interstate Fire & Safety Equipment Co, In				
<b>Jam Printing</b>				
Bill	03/20/2020	A34.427 · Inspections	90.00	90.00
			90.00	90.00
Total Jam Printing				
<b>JP McHale Account</b>				
Bill	03/11/2020	A34.419 · Inside Maintenance Sta 2	58.00	58.00
Bill	03/11/2020	A407.80 · Inside Maint. New Fire House	65.00	123.00
			123.00	123.00
Total JP McHale Account				
<b>MetTel Acct 0100413954</b>				
Bill	03/01/2020	A34.439 · Phone Service	73.27	73.27
			73.27	73.27
Total MetTel Acct 0100413954				
<b>Millwood Hardware</b>				
Bill	03/11/2020	A34.443 · Maintenance Supplies	42.98	42.98
			42.98	42.98
Total Millwood Hardware				
<b>Montrose Beer &amp; Soda</b>				
Bill	03/17/2020	A19.412 · Miscellaneous	167.84	167.84
			167.84	167.84
Total Montrose Beer & Soda				
<b>Municipal Emergency Services (M.E.S.)</b>				
Bill	03/17/2020	A3410 · Equipment purchases	10,382.47	10,382.47
			10,382.47	10,382.47
Total Municipal Emergency Services (M.E.S.)				
<b>New York Power Authority Acct 2363579</b>				
Bill	03/17/2020	A34.450 · Electricity New Fire House	1,368.12	1,368.12
Bill	03/17/2020	A34.449 · Electricity Station 2	544.73	1,912.85
			1,912.85	1,912.85
Total New York Power Authority Acct 2363579				
<b>NJ E-Z Pass</b>				
Bill	03/09/2020	A19.412 · Miscellaneous	31.00	31.00
			31.00	31.00
Total NJ E-Z Pass				

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**  
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Type	Date	Account	Amount	Balance
<b>On Spot Scales</b>				
Bill	03/11/2020	A402.2 · Training	1,035.00	1,035.00
			<u>1,035.00</u>	<u>1,035.00</u>
<b>Total On Spot Scales</b>				
<b>Optimum</b>				
Bill	03/01/2020	A34.439 · Phone Service	247.93	247.93
Bill	03/01/2020	A34.437 · Cable On-Line Services	223.88	471.81
Bill	03/01/2020	A407.54 · Cable TV	178.36	650.17
Bill	03/01/2020	A34.437 · Cable On-Line Services	105.72	755.89
			<u>755.89</u>	<u>755.89</u>
<b>Total Optimum</b>				
<b>Partners In Safety, Inc.</b>				
Bill	03/11/2020	A34.428 · Physicals	273.00	273.00
			<u>273.00</u>	<u>273.00</u>
<b>Total Partners In Safety, Inc.</b>				
<b>Rescuestuff Inc</b>				
Bill	03/11/2020	A34.429 · Dress Uniforms	60.00	60.00
			<u>60.00</u>	<u>60.00</u>
<b>Total Rescuestuff Inc</b>				
<b>Rocky's Millwood Deli</b>				
Bill	03/19/2020	A19.412 · Miscellaneous	521.40	521.40
			<u>521.40</u>	<u>521.40</u>
<b>Total Rocky's Millwood Deli</b>				
<b>Santone, Greg</b>				
Check	03/11/2020	A19.412 · Miscellaneous	566.38	566.38
			<u>566.38</u>	<u>566.38</u>
<b>Total Santone, Greg</b>				
<b>Sprint</b>				
Bill	03/09/2020	A34.438 · Cellular Service	446.39	446.39
			<u>446.39</u>	<u>446.39</u>
<b>Total Sprint</b>				
<b>Suburban Carting Co.</b>				
Bill	03/11/2020	A407.82 · Sanitation Svc New Fire House	128.21	128.21
Bill	03/11/2020	A34.417 · Sanitation Svc Sta 2	0.00	128.21
			<u>128.21</u>	<u>128.21</u>
<b>Total Suburban Carting Co.</b>				
<b>The New York State Thruway</b>				
Bill	03/20/2020	A19.412 · Miscellaneous	37.70	37.70
			<u>37.70</u>	<u>37.70</u>
<b>Total The New York State Thruway</b>				
<b>Verizon</b>				
Bill	03/09/2020	A34.439 · Phone Service	69.39	69.39
			<u>69.39</u>	<u>69.39</u>
<b>Total Verizon</b>				

**MILLWOOD FIRE DISTRICT**  
**Expenses by Vendor Detail**

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Type	Date	Account	Amount	Balance
			69.39	69.39
Bill	03/09/2020	A408.11 · diesel	291.72	291.72
Bill	03/09/2020	A408.22 · gasoline	634.30	926.02
			926.02	926.02
			<b>726,596.52</b>	<b>726,596.52</b>
		Payroll	1,118.86	1,118.86
		Payroll	1,094.61	1,094.61
		Payroll	461.75	461.75
		Payroll	494.76	494.76
			<b>729,766.50</b>	<b>729,766.50</b>

Total Verizon  
WEX Bank

Total WEX Bank  
**SUBTOTAL**

Rose A Cohen  
Joseph P. McConnell  
Greg Santone  
EFTPS

**TOTAL**

# MILLWOOD FIRE DISTRICT

## Balance Sheet

As of February 29, 2020  
Feb 29, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

<b>A200 · Cash - Budget Operating Fund</b>	
A200.1 · BOF Checking 4111028710	430,025.29
<b>Total A200 · Cash - Budget Operating Fund</b>	430,025.29
<b>A230 · Cash - Cap RF</b>	
A230.1 · CRF Checking 816868657	559,198.03
<b>Total A230 · Cash - Cap RF</b>	559,198.03
<b>A231 · Cash - ERF</b>	
A231.2 · ERF Checking 937110245	896,259.10
<b>Total A231 · Cash - ERF</b>	896,259.10
<b>Total Checking/Savings</b>	1,885,482.42
<b>Total Current Assets</b>	1,885,482.42

**Fixed Assets**

<b>K101 · Land</b>	
K101.1 · Land-New Fire House	45,000.00
K101.1 · Land-New Fire House	2,317,440.59
<b>K102 · Buildings &amp; improvements</b>	
K102.1 · New Fire House	14,009,516.17
K102.2 · Station 2	780,613.00
<b>Total K102 · Buildings &amp; improvements</b>	14,790,129.17
<b>K104 · Furnishings &amp; Equipment</b>	
K104.1 · New Fire House	289,309.50
K104.2 · Station 2	59,496.00
<b>Total K104 · Furnishings &amp; Equipment</b>	348,805.50
<b>K106 · Other fixed assets</b>	
K106.1 · Vehicles	2,681,863.86
K106.2 · Equipment	419,441.00
<b>Total K106 · Other fixed assets</b>	3,101,304.86
K109.1 · Construction in Progress-Trucks	57,544.00
<b>Total Fixed Assets</b>	20,660,224.12

**Other Assets**

<b>TA · LOSAP</b>	
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
<b>Total TA · LOSAP</b>	1,636,177.81
<b>Total Other Assets</b>	1,636,177.81

**TOTAL ASSETS**

**24,181,884.35**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

<b>Accounts Payable</b>	
A600 · *Accounts Payable	309.00
<b>Total Accounts Payable</b>	309.00

# MILLWOOD FIRE DISTRICT Balance Sheet

As of February 29, 2020  
Feb 29, 20

Other Current Liabilities	
24000 · Payroll Liabilities	178.45
Total Other Current Liabilities	<u>178.45</u>
Total Current Liabilities	<u>487.45</u>
Long Term Liabilities	
W628 · Bonds Payable	7,910,000.00
Total Long Term Liabilities	<u>7,910,000.00</u>
Total Liabilities	<u>7,910,487.45</u>
Equity	
32000 · Retained Earnings	601,532.19
A878.9 · Fund balance - BOF	624,380.22
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	20,660,225.76
TA881.5 · Fund Balance Pension Trust Fund	1,636,177.60
W125 · Amt needed for bond refunds	-7,910,000.00
Net Income	-49,219.41
Total Equity	<u>16,271,396.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>24,181,884.35</u></b>

**MILLWOOD FIRE DISTRICT BoFC MEETING Chiefs Report March 23<sup>rd</sup>, 2020**

In response to the COVID -19 Virus, the Firematic Officers have been working on a daily basis to compose, disseminate, and implement aggressive and progressive measures to protect our personnel and the public we serve as well as comply with County, State and Federal directives.

The new Engine 247 has been delivered with some very minor corrections to be made. Overall, the Truck Committee is very pleased. It has been added to our Insurance policy. We will have the radios installed, equipment moved over and the lettering and striping applied over the next several weeks.

We would like to purchase the six necessary fire ground portable radios and chargers for the new Engine at a total cost of \$7797.74 on NYS contract from Metro Com

Regretfully, along with all other non-essential activities, the Chiefs staff feels that it has no choice but to postpone this year's Inspection until further notice.

Finally, as I approach the last two weeks of my term as Chief, I would like to sincerely express my gratitude for all the support each and every Commissioner has given me throughout my tenure. It has been an honor and a privilege to serve with all of you.

Stay safe, stay healthy,

For Chief Jan Schwark,

*Greg Santone*  
Chiefs' Aid