

Millwood Board of Fire Commissioners
Meeting Minutes March 30, 2026

On March 30, 2026, the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:00 PM at Millwood Station 1. Attending were Commissioners: Alan Schapiro, Anthony Olenik, Dan Puszka, Michael Wolfensohn, and Jordan Schiffman; Treasurer Vicki Gillespie; Secretary Joseph P. McConnell; Chief Jorge Rodrigues, Assistant Chief Greg Santone, Safety Officer Scott Stein.

Chairman Schapiro called the meeting to order.

Public Comment - None

Correspondence – None

Chief's Report (attached)

Treasurer's Report (attached)

- The Treasurer noted a transfer from NYClass to Chase on March 30, 2026, for \$60,000.

Work Session

A motion made by Commissioner Olenik, seconded by Commissioner Wolfensohn to approve February 23rd, 2026, Regular Meeting Minutes. All in favor

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Olenik for the establishment of an Insurance Reserve Fund pursuant to Section 6-n of the General Municipal Law as set forth.

WHEREAS, the Millwood Fire District may need to fund certain uninsured losses, claims, actions or judgments for which it is authorized and may need to fund costs associated with paying for expert or professional services in connection with the investigation, adjustment or settlement of claims, actions or judgments or required to purchase or maintain insurance, and

WHEREAS, the Board of Fire Commissioners is authorized under General Municipal Law §6-n to establish an Insurance Reserve Fund in order to set aside district funds to be able to pay categories of those types of expenses as described above and specified in said statute, and

WHEREAS, prudent fiscal planning calls for the establishment of an Insurance Reserve Fund in accordance with the authority created by General Municipal Law §6-n.

IT IS HEREBY RESOLVED that the Millwood Fire District shall create and establish a reserve fund to be known as the Insurance Reserve Fund and the funds deposited in such funds may be used to pay the judgments, claims, expenses, and costs permitted under General Municipal Law §6-n, and

IT IS FURTHER RESOLVED that there may be paid into such funds all or part of the cost, including interest, of:

a. Judgments.

b. Actions that have been compromised or settled and that have been approved by the court in which action or proceeding is pending;

c. Claims that have been settled or compromised and that have been approved by a justice of the supreme court of the judicial district in which the municipal corporation is located;

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- d. The uninsured portion of any loss to property owned by the municipal corporation if such loss arises out of a kind of risk described in subdivision two of this section.
- e. Expert or professional services rendered in connection with the investigation, adjustment or settlement of claims, actions or judgments.
- f. The order of the court or the justice approving such settlement or compromise may be granted upon motion of the body, officer or employee of the municipal corporation authorized to do so, supported by an affidavit setting forth the cause of action or claim against the municipal corporation and also such other information which, in its or his opinion, will enable the court or justice to arrive at a determination that such compromise or settlement is just, reasonable and to the interest of the municipal corporation. Such body, officer or employee may also present the affidavit of other persons in support of such motion. The court or the justice, in order to arrive at such a determination, may require such body, officer or employee to present additional information by a supplementary affidavit or affidavits or may require other persons to present additional information by their affidavits.
- g. Notwithstanding subdivisions eight and nine of General Municipal Law §6-n or any other provision of law to the contrary, the governing body of any municipal corporation may, without judicial approval, compromise or settle any action or claim and make an expenditure from this fund where the amount of such settlement or compromise does not exceed twenty-five thousand dollars. [see N.Y. Gen. Mun. Law § 6-n (McKinney)], and

IT IS FURTHER RESOLVED that the money in such fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Fire Commissioners, or the Treasurer of the Fire District, if the Board shall delegate such duty to him or her, may invest the moneys in such fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of such fund, and

IT IS FURTHER RESOLVED that the Treasurer of the Fire District shall account for this fund separate and apart from all other funds of the Fire District. Such accounting shall show: the source, date and amount of each sum paid into the fund; the interest earned by such fund; capital gains or losses resulting from the sale of investments of this fund; the order, purpose thereof, date and amount of each payment from this fund; the assets of the fund, indicating cash balance and a schedule of investments. The Treasurer, within sixty days of the end of each fiscal year, shall furnish a detailed report on the operation and condition of this fund to the Board, and

IT IS FURTHER RESOLVED that any action or claim shall be compromised or settled by the Board of Fire Commissioners in accordance with the authority established under Section 6-n of the General Municipal Law, and

IT IS FURTHER RESOLVED that no member of the Board of Fire Commissioners shall:

- (a) authorize a withdrawal from this fund for any purpose except as provided in Section 6-n of the General Municipal Law; or
- (b) expend any money withdrawn from this fund for a purpose other than as provided in Section 6-n of the General Municipal Law.

The foregoing resolution was duly put to vote, and on roll call the vote was his follows:

Chairman Schapiro	AYE
Commissioner Olenik	AYE
Commissioner Puszka	AYE
Commissioner Wolfensohn	AYE
Commissioner Schiffman	AYE

The resolution was thereupon duly adopted. Dated: March 30, 2026

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A motion was made by Commissioner Schapiro, seconded by Commissioner Wolfensohn to adopt the following Information Technology Contingency and Continuity Planning Guide. All in favor.

Purpose and Scope

This plan establishes a structured approach for maintaining and restoring the Millwood Fire District information technology (IT) systems and data in the event of unplanned disruption. The goal of this plan is to ensure that critical district operations, including emergency response, payroll, communications, recordkeeping, and financial reporting—can continue or be quickly restored following an incident affecting technology systems or data integrity.

IT Environment Overview

- Systems Used by District and Fire Company: Microsoft 365 (email, recordkeeping, reporting, and scheduling).
- Infrastructure: Cloud-based systems; no local servers.
- IT Vendor: Lantegrity Consulting Group
- Devices: Approximately 8–10 computers and 5 field tablets.
- Backup Power & Internet: Available at district facilities.
- Cybersecurity Policy: Adopted and enforced.
- Mutual Aid IT Coordination: None currently in place.

IT Contingency Team

The following personnel comprise the District's IT Contingency Team, responsible for activation and oversight of this plan during an IT disruption:

Role	Responsibilities
District Secretary	Coordinates documentation communicates with vendors and oversees data restoration. Serves as the liaison to the Board of Fire Commissioners.
Chief of Department	Ensures operational continuity and maintains communications across field and station systems.
IT Vendor - Lantegrity Consulting Group	Performs technical diagnosis, implements system recovery, and verifies successful data restoration.
Designated Commissioner	Authorizes contingency plan activation, approves recovery efforts, and reports to the Board.

Critical Systems and Data

- Email and communications (Microsoft 365 Exchange Online).
- Incident reporting and records management systems.
- Payroll and personnel management software.
- Equipment inventory and maintenance tracking.
- District scheduling and calendar functions.
- Financial and administrative records (e.g., QuickBooks).
- Field tablets and mobile devices used on apparatus.

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Risk Scenarios

- Hardware or device malfunction.
- Malware, phishing, or ransomware attack.
- Cloud service provider outage (Microsoft 365 or vendor).
- Power or network disruption at the station.
- Severe weather or natural disaster.
- Accidental deletion or corruption of data.

Recovery and Response Procedures

1. Incident Identification: Any disruption or anomaly must be reported immediately to the District Secretary or Chief, who will contact for tech Lantegrity Consulting Group technical assessment.
2. Activation: If service downtime exceeds 30 minutes or impacts critical functions, the District Secretary or a Commissioner will activate this plan and notify the Board.
3. Recovery Actions: Lantegrity Consulting Group will restore systems and data using Microsoft 365 recovery tools. Field tablets will be re-synced and validated.
4. Verification and Reporting: The District Secretary and Chief confirm restoration and provide a written incident summary to the Board within seven (7) days.

Backup and Data Protection

- District data is stored in Microsoft 365's cloud infrastructure, which provides encrypted, redundant daily backups.
- Lantegrity Consulting Group monitors and verifies backups to ensure functionality and integrity.
- Semi-annual restoration tests will be conducted to validate recoverability.
- Any local copies must be secured and compliant with the District's Cybersecurity Policy.

Training

- All Commissioner, Chiefs, Officers, District Employees, Fire Company members and/or Associates who have access to the Fire District IT Systems shall have annual training.

Plan Review and Testing

This plan shall be reviewed annually or when significant changes occur in systems, personnel, or operations. Testing may include simulated outage drills, recovery verifications, and vendor-led continuity assessments. Updated versions will be approved by the Board of Fire Commissioners and distributed to all responsible parties.

Communication Protocols

- All external notifications, including those to vendors or authorities, are managed by the District Secretary.
- Internal communications during outages will continue using district phones, radios, or alternative contact methods.
- Personal accounts or devices shall not be used for data recovery or official communication.

References

- NYS Office of the State Comptroller – IT Contingency Planning (2019).
- NYS Office of Information Technology Services – Local Government Cybersecurity Resources.
- NIST SP 800-34 Rev.1 – Contingency Planning Guide for Federal Information Systems.

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Contact Information

IT Vendor: Lantegrity Consulting Group

Fire Chief: Greg Santone

Fire District Secretary and Commissioner: Joseph McConnell

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Puszka to accept the sole bidder Legacy Window Cleaning bid of \$2,600.00 to clean the Station 1 windows. Note there was a second bidder for the project. All in favor.

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Puszka to accept the sole bidder D.P. Wolf, Inc.'s 2026 proposal to inspect and maintain the Station 1 and 2 HVAC systems for one year. All in favor.

A motion was made by Commissioner Puszka, seconded by Commissioner Wolfensohn to accept the lowest bidder All Clean/CBS Cleaning 2026 proposal to clean Station 1 and 2 at \$380.00 weekly. The other cleaning bid was Integrity Facility Services at \$880.00 weekly. All in favor.

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Olenik to renew Regina Landscaping Corp. contract to provide Station 1 and 2 grounds maintenance. All in favor.

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Olenik to enter executive session to discuss personnel matters at 7:05 PM. All in favor

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Olenik to exit executive session at 7:30 PM. All in favor

A motion was made by Commissioner, Olenik seconded by Commissioner Wolfensohn to enter executive session to discuss personnel matters at 7:35 PM. All in favor

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Olenik to exit executive session at 8:15 PM. All in favor

The Chief advised the Board of Fire Commissioners the Annual Inspection will be held at Station 1 on Saturday April 25th, 2026.

A motion was made by Commissioner Puszka, seconded by Commissioner Olenik to approve Vicki Gillespie's application for firefighter. All in favor.

Commissioner Wolfensohn requested the Chief's to investigate the firematic requirements for a new member to apply for the position of vehicle driver only.

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Schiffman to pay Firefighter Matthew Drucker's out of pocket medical expenses of \$150.00 due to a medical incident during a March 6, 2026, Fire Department Drill. All in favor.

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Schiffman to allow the Fire Company to participate in up to nine parades: Town of New Castle Memorial Day, Somers, Sleepy Hollow, Montrose, Katonah, Pleasantville, Yorktown, Mt. Kisco, and Ossining Fire Departments. Additionally, the District will pay the band fee (\$1,500 each) for up to four parades. All in favor.

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A motion was made by Commissioner Puszka, seconded by Commissioner Olenik to approve purchase of two Motorola trunk portables at the NYS contract price not to exceed \$17,000 from Metro Com. All in favor.

A motion was made by Commissioner Wolfensohn, seconded by Commissioner Olenik to approve the proposed 2026 Firematic Officer Slate of:

Chief of Department- Robert McCarthy

1st Assistant Chief - Greg Santone

2nd Assistant Chief - Chris Raguso

Captain - Tom Harris

1st Lieutenant - Jorge Rodrigues

2nd Lieutenant - Choire Sicha (providing Choire's name is submitted for the position)

Approved: Commissioners Schapiro, Olenik, Puszka, and Wolfensohn. Abstain: Commissioner Schiffman

A motion made by Commissioner Schapiro, seconded by Commissioner Olenik to adjourn at 9:00 P.M. All in favor

Respectively submitted,

Joseph P. McConnell
Fire District Secretary

MILLWOOD FIRE DISTRICT BoFC MEETING Chiefs Report March 30th, 2026

The Chiefs would like the BoFC to approve Vicki Gillespie as an Active Member.

The Chiefs would like to purchase two additional Trunking portables at contract pricing not to exceed \$17,000.00 from Motorola / Metro Com PO # _____

The Chiefs would like permission to participate in up to nine Parades this year: Memorial Day, Somers, Sleepy Hollow, Montrose, Katonah, Pleasantville, Yorktown, Mt. Kisco, and Ossining. Four or more will be attended with a minimum amount of members and apparatus, and we will ask the District to cover the band for no more than four of them at a cost not to exceed \$1500.00 each.

The Chiefs are moving forward with the arrangements for this year's Annual Inspection to be held at Station 1 on Saturday evening April 25th.

The Chiefs would like to have the windows cleaned at Station 1 in advance of our Annual Inspection. Legacy Window Cleaning will hold last year's price of \$2600.00.

The Chiefs would like the BoFC to approve the 2026 Firematic Officer Slate or schedule a special meeting at 9PM on Thursday April 9th:

Chief: Robert McCarthy

1st Assistant Chief: Greg Santone

2nd Assistant Chief: Chris Raguso

Captain: Tom Harris

1st Lieutenant: Jorge Rodrigues

2nd Lieutenant: (Choire Sicha)

For the Chiefs Staff

Respectfully,

Greg Santone

Assistant Chief

Balance Sheet
MILLWOOD FIRE DISTRICT
As of February 28, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
A200 Cash - Budget Operating Fund	0.00
A200.1 BOF Checking 4111028710	149,476.09
A200.5 BOF NYCLASS Acct NY-01-2034-0001	570,108.88
Total for A200 Cash - Budget Operating Fund	\$719,584.97
A230 Cash - Cap RF	0.00
A230.5 CRF NYCLASS Acct NY-01-2034-0002	632,046.81
Total for A230 Cash - Cap RF	\$632,046.81
A231 Cash - ERF	
A231.5 ERF NYCLASS Acct NY-01-2034-0003	2,442,118.40
Total for A231 Cash - ERF	\$2,442,118.40
Total for Bank Accounts	\$3,793,750.18
Accounts Receivable	
Other Current Assets	
A200.4 Petty Cash	158.57
Total for Other Current Assets	\$158.57
Total for Current Assets	\$3,793,908.75
Fixed Assets	
K101.1 Land-New Fire House	2,317,440.59
K101 Land	45,000.00
K102 Buildings & improvements	
K102.1 New Fire House	14,238,018.42
K102.2 Station 2	817,294.00
Total for K102 Buildings & improvements	\$15,055,312.42
K104 Furnishings & Equipment	
K104.1 New Fire House	289,309.50
K104.2 Station 2	66,734.00
Total for K104 Furnishings & Equipment	\$356,043.50

Balance Sheet
MILLWOOD FIRE DISTRICT
As of February 28, 2026

	Total
K106 Other fixed assets	0.00
K106.1 Vehicles	3,293,684.75
K106.2 Equipment	605,897.11
Total for K106 Other fixed assets	\$3,899,581.86
Total for Fixed Assets	\$21,673,378.37
Other Assets	
A461 Service Award Program Assets	
A461.2 American Equity Annuity	46,559.95
A461.8 Arrow Bank (Previously Glens Falls National Bank)	2,270,953.43
Total for A461 Service Award Program Assets	\$2,317,513.38
Total for Other Assets	\$2,317,513.38
Total for Assets	\$27,784,800.50
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
24000 Payroll Liabilities	135.92
NYS Income Tax	268.51
Total for 24000 Payroll Liabilities	\$404.43
Total for Other Current Liabilities	\$404.43
Total for Current Liabilities	\$404.43
Long-term Liabilities	
W628 Bonds Payable	5,295,000.00
Total for Long-term Liabilities	\$5,295,000.00
Total for Liabilities	\$5,295,404.43
Equity	
32000 Retained Earnings	1,856,653.75
Net Income	-94,366.38

Balance Sheet
MILLWOOD FIRE DISTRICT
As of February 28, 2026

	Total
A806 Fund Balance-Not Spendable	11,169.00
A878.8 Gen Retained Earnings	247,616.06
A878.9 Fund balance - BOF	259,648.22
A878.RA Fund balance - Cap RF	559,353.55
A878.RB Fund balance - ERF	2,056,256.32
A895 Restricted for LOSAP Program	2,317,513.48
A914 Assigned Fund Balance	37,790.94
A917 Unassigned Fund Balance--LOSAP	-1,140,617.88
K878.9 Fund balance - Prop & Equip	21,673,379.01
W125 Amt needed for bond refunds	-5,295,000.00
Total for Equity	<u>\$22,489,396.07</u>
Total for Liabilities and Equity	<u>\$27,784,800.50</u>

Accrual Basis Wednesday, March 11, 2026 01:22 AM GMTZ

MILLWOOD FIRE DISTRICT
Claims by Vendor Summary
March 2026

	Total
AAA Emergency Supply Co., Inc.	3,979.24
Advance Auto Parts	81.20
Allclean Building Maintenance	1,420.00
Almeida Oil Co.	1,349.50
Amazon Capital Services, Inc.	69.76
Canon Solutions America	37.82
Chase Card Services	624.03
Clarity Testing Services, Inc.	453.00
D.P. Wolff Inc.	5,016.32
Electrohydraulic Auto and Truck Repair	802.18
Elizabeth Sanger	3,906.00
Fred A Cook, Jr. Inc	530.00
Hubbinette-Cowell Associates Inc.	14,112.00
Joyce Wilson	112.50
JP McHale Pest Mgmt Inc.	226.46
Lantegrity Consulting Group	1,093.48
MES	162.00
MetTel Acct 0100413954	137.40
New York Power Authority Acct 2363579	4,207.58
Open Systems Metro	600.00
Optimum	378.70
Paraco Gas Corporation	221.70
Regina Landscaping Corp.	9,720.00
Stark Tech	1,394.00
Suburban Carting Co.	144.80
T-Mobile	322.28
Tolls by Mail	2.15
Verizon	454.31
WEX Bank	1,178.33
Subtotal Vendor Claims - Operating Fund	\$52,736.74

MILLWOOD FIRE DISTRICT

Claims by Vendor Summary

March 2026

	Total
Payroll	
Vicki Gillespie	\$3,418.90
Joseph McConnell	\$1,350.74
Greg Santone	\$669.54
IRS - February Payroll	\$1,110.56
NYS Withholding - Q1 Payroll	\$601.12
Total Payroll	\$7,150.86
Total Claims - Operating Fund	\$59,887.60
Total Claims for Approval 30 March 2026	\$59,887.60

Accrual Basis Sunday, March 29, 2026 07:09 PM GMTZ