

Millwood Board of Fire Commissioners
Meeting Minutes November 19, 2018

On November 19, 2018 the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 pm at Station 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Anthony Olenik, Dan Puszka, Jason Lichtenthal and Michael Wolfensohn; Secretary Joseph McConnell, Treasurer Rose Cohen; Chief Jorge Rodrigues, 1st Assistant Chief Jan Schwark 2nd Assistant Chief Frank Nestro and Chief's Aid Greg Santone.

Commissioner Olenik called the meeting to order.

Public Comment

No public comment.

Chief's Report (Chief Jorge Rodrigues, attached)

Treasurer's Report (Treasurer Rose Cohen, attached)

Work Session

A motion was made by Commissioner Olenik to accept the October 22, 2018 Regular Meeting Minutes, the motion was seconded by Commissioner Wolfensohn. All in favor.

A motion was made by Commissioner Puszka to accept the November 1, 2018 Regular Meeting Minutes, the motion was seconded by Commissioner Olenik. All in favor.

A motion was made by Commissioner Wolfensohn to cover all active Millwood Firefighters under the "NYS Volunteer Firefighter Enhanced Cancer Disability Benefits Program" as of January 1, 2019, seconded by Commissioner Lichtenthal. All in favor.

A motion was made by Commissioner Wolfensohn to accept the VFIS proposal for the "NYS Volunteer Firefighter Enhanced Cancer Disability Benefits Program" coverage at an annual premium of \$137.00 per member, the motion was seconded by Commissioner Lichtenthal. All in favor.

A motion was made by Commissioner Wolfensohn to purchase under NYS contract four tires for Utility 145 from Corsi Tire, the motion was seconded by Commissioner Lichtenthal. All in favor. PO # 235

A motion was made by Commissioner Puszka to purchase under NYS contract one SCBA RIT pack from AAA Emergency at a cost of \$1,699.00, the motion was seconded by Commissioner Olenik. All in favor. PO # 236

A motion was made by Commissioner Puszka to purchase one Lock Out/Tag Out kit from MES at a cost of \$294.00, the motion was seconded by Commissioner Wolfensohn. All in favor. PO # 237

The Board instructed Chief's Aid Santone to forward the KME fire engine proposal to the Fire District legal council for review and comments.

The Board table discussions on Station 2 general repairs for the December Regular Meeting.

The Board withheld awarding the 2018/2019 Firehouse Cleaning Contract pending additional discussions at the December Regular Meeting.

Millwood Board of Fire Commissioners
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The Board met with the Fire Company President Marc Kavy regarding recruitment and ways for the District to support the Fire Company.

The Board instructed the Secretary to provide the Fire Company with the letter from Hubbinette-Cowell Associate, Inc. regarding revisions to the supplemental sickness/illness policy per the NYS Department of Financial Services.

A motion was made by Commissioner Puszka to enter into executive session to discuss personnel matters, seconded by Commissioner Wolfensohn. Time 9:05 PM.

The Board exited executive session at 9:10 PM.

A motion was made by Commissioner Puszka to enter into executive session to discuss personnel matters, seconded by Commissioner Wolfensohn. Time 9:05 PM.

The Board exited executive session at 9:10 PM.

Correspondence: RBT CPAs, LLP – Happy Holiday’s note

Paul Cowell, Hubbinette-Cowell Associates – Explanation VFBL Workers’ Compensation Benefit

Commissioner Lichtenthal made a motion to adjourn. Seconded by Commissioner Wolfensohn. All in favor. The time 9:15 PM.

Joseph P. McConnell
District Secretary

MILLWOOD FIRE DISTRICT

Balance Sheet

As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
A200 · Cash - Budget Operating Fund	
A200.1 · BOF Checking 4111028710	939,600.73
Total A200 · Cash - Budget Operating Fund	939,600.73
A230 · Cash - Cap RF	
A230.1 · CRF Checking 816868657	510,101.48
Total A230 · Cash - Cap RF	510,101.48
A231 · Cash - ERF	
A231.2 · ERF Checking 937110245	541,856.83
Total A231 · Cash - ERF	541,856.83
H200 · Cash - Fire House Project Fund	
H200.1 · FHP Checking Acct 455267851	87,515.82
Total H200 · Cash - Fire House Project Fund	87,515.82
Total Checking/Savings	2,079,074.86
Total Current Assets	2,079,074.86
Fixed Assets	
K101 · Land	45,000.00
K101.1 · Land-New Fire House	2,310,915.59
K102 · Buildings & improvements	
K102.2 · Station 2	780,613.00
Total K102 · Buildings & improvements	780,613.00
K104 · Furnishings & Equipment	
K104.1 · New Fire House	275,094.00
K104.2 · Station 2	59,496.00
Total K104 · Furnishings & Equipment	334,590.00
K105 · Construction in Progress	
K105.1 · Site Work Contr. (Montesano)	3,536,679.97
K105.10 · General Contractor (Caladri)	4,333,805.36
K105.11 · Electrical Contract (Atlantic)	1,207,481.71
K105.12 · Plumbing Contractor (S&L)	571,966.81
K105.13 · Fire Suppression (S&S)	119,440.75
K105.14 · HVAC Contractor (J&M)	858,902.67
K105.15 · Telecom (Annese)	40,114.20
K105.16 · Telecom Consultant (IBS)	10,100.00
K105.17 · Security (IDESCO) Cabling in EC	36,365.85
K105.2 · Cap exp Calgi	1,145,072.75
K105.21 · Accounting Finance (JDA)	36,800.75
K105.3 · Cap exp legal	30,131.95
K105.32 · Covenant	220,000.00
K105.4 · Cap exp Melick-Tully	37,779.68
K105.5 · Cap exp Misc	17,302.83
K105.51 · Cap Proj - Utilities	27,508.56
K105.52 · Con Edison Easement	50,000.00
K105.53 · DOT Easement	3,152.19
K105.54 · Town Fee	70,038.28
K105.55 · Town - Trees	10,000.00
K105.56 · Town - Wetlands	5,000.00
K105.57 · Testing & Inspections (STL,ATC)	53,279.82
K105.6 · Architect (ODA)	845,668.04
K105.7 · Cap exp Property acquisition	30,546.18
K105.8 · Cap exp Survey fees	45,090.50

MILLWOOD FIRE DISTRICT
Balance Sheet
As of October 31, 2018

	Oct 31, 18
K105.9 · Engineer - AKRF	469,445.81
K105.92 · SWPPP Inspections (AKRF)	42,069.00
K105.94 · Traffic signal (JMC)	20,495.49
Total K105 · Construction in Progress	13,874,239.15
K106 · Other fixed assets	
K106.1 · Vehicles	2,673,608.36
K106.2 · Equipment	409,941.00
Total K106 · Other fixed assets	3,083,549.36
K108 · Const. in Progress - Extras	
K108.1 · Cortez Property Work	32,779.48
K108.2 · Member Room Floor	30,000.00
Total K108 · Const. in Progress - Extras	62,779.48
Total Fixed Assets	20,491,686.58
Other Assets	
TA · LOSAP	
TA461.2 · American Equity Annuity	36,754.83
TA461.8 · Glens Falls NB Cash	139,663.15
TA461.9 · Glens Falls NB Invest. at MV	1,230,906.93
Total TA · LOSAP	1,407,324.91
Total Other Assets	1,407,324.91
TOTAL ASSETS	23,978,086.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	37.30
Total Other Current Liabilities	37.30
Total Current Liabilities	37.30
Long Term Liabilities	
W628 · Bonds Payable	8,260,000.00
Total Long Term Liabilities	8,260,000.00
Total Liabilities	8,260,037.30
Equity	
32000 · Retained Earnings	-530,523.49
A878.9 · Fund balance - BOF	534,522.22
A878.RA · Fund balance - Cap RF	209,272.55
A878.RB · Fund balance - ERF	932,332.81
H909 · Fund Balance - Cap Bldg. Fund	187,076.67
K878.9 · Fund balance - Prop & Equip	20,491,688.22
TA881.5 · Fund Balance Pension Trust Fund	1,407,324.70
W125 · Amt needed for bond refunds	-8,260,000.00
Net Income	746,355.37
Total Equity	15,718,049.05
TOTAL LIABILITIES & EQUITY	23,978,086.35

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

October 23 through December 1, 2018

	Type	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.					
	Bill	11/12/2018	A3410 · Equipment purchases	7,580.00	7,580.00
Total AAA Emergency Supply Co., Inc.				7,580.00	7,580.00
Allclean Building Maintenance					
	Bill	11/08/2018	A34.456 · Custodial Svc New Fire House	773.00	773.00
	Bill	11/08/2018	A34.442 · Custodial Svc Sta 2	188.00	961.00
Total Allclean Building Maintenance				961.00	961.00
Almeida Oil Co.					
	Bill	11/12/2018	A34.447 · Heating oil Station 2	1,582.40	1,582.40
	Bill	11/12/2018	A34.451 · Heating Oil New Fire House	2,366.10	3,948.50
	Bill	11/12/2018	A408.11 · diesel	147.46	4,095.96
Total Almeida Oil Co.				4,095.96	4,095.96
Chase Card Services					
	Bill	11/05/2018	A410.4 · Computer Software	4.00	4.00
	Bill	11/05/2018	A19.412 · Miscellaneous	86.40	90.40
Total Chase Card Services				90.40	90.40
D.P. Wolff Inc.					
	Bill	11/12/2018	A407.80 · Inside Maint. New Fire House	321.55	321.55
	Bill	11/12/2018	A34.419 · Inside Maintenance Sta 2	835.00	1,156.55
	Bill	11/19/2018	A34.419 · Inside Maintenance Sta 2	4,800.00	5,956.55
Total D.P. Wolff Inc.				5,956.55	5,956.55
Farrell Fritz, P.C.					
	Bill	11/08/2018	A34.486 · Legal, New Fire House Project	168.50	168.50
Total Farrell Fritz, P.C.				168.50	168.50
Fire-End & Croker Corp					
	Bill	11/19/2018	A3410 · Equipment purchases	375.00	375.00
Total Fire-End & Croker Corp				375.00	375.00
Fire Engineering					
	Bill	11/12/2018	A19.412 · Miscellaneous	39.00	39.00
Total Fire Engineering				39.00	39.00
Genserve, Inc.					
	Bill	11/05/2018	A407.79 · house generators	1,415.00	1,415.00
Total Genserve, Inc.				1,415.00	1,415.00

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

October 23 through December 1, 2018

	Type	Date	Account	Amount	Balance
Inter-State Diagnostic, Inc.					
	Bill	11/12/2018	A34.428 · Physicals	415.00	415.00
Total Inter-State Diagnostic, Inc.				415.00	415.00
Interstate Fire & Safety Equipment Co, In					
	Bill	11/05/2018	A407.80 · Inside Maint. New Fire House	429.08	429.08
Total Interstate Fire & Safety Equipment Co, In				429.08	429.08
JP McHale Account					
	Bill	11/05/2018	A34.419 · Inside Maintenance Sta 2	58.00	58.00
	Bill	11/05/2018	A407.80 · Inside Maint. New Fire House	65.00	123.00
Total JP McHale Account				123.00	123.00
Matra Motors Inc					
	Bill	11/12/2018	A408.51 · Chief 2251	339.34	339.34
Total Matra Motors Inc				339.34	339.34
Metrocom Wireless					
	Bill	11/12/2018	A408.3 · Radio Maintenance	400.00	400.00
Total Metrocom Wireless				400.00	400.00
MetTel Acct 0100413954					
	Bill	10/31/2018	A34.439 · Phone Service	58.89	58.89
Total MetTel Acct 0100413954				58.89	58.89
Minerva Cleaners					
	Bill	11/05/2018	A408.4 · Equipment	922.25	922.25
Total Minerva Cleaners				922.25	922.25
Municipal Emergency Services (M.E.S.)					
	Bill	11/12/2018	A3410 · Equipment purchases	234.20	234.20
Total Municipal Emergency Services (M.E.S.)				234.20	234.20
New York Power Authority Acct 2363579					
	Bill	11/08/2018	A34.450 · Electricity New Fire House	1,606.45	1,606.45
	Bill	11/08/2018	A34.449 · Electricity Station 2	378.59	1,985.04
Total New York Power Authority Acct 2363579				1,985.04	1,985.04
Optimum					
	Bill	10/31/2018	A407.54 · Cable TV	179.22	179.22
	Bill	10/31/2018	A34.437 · Cable On-Line Services	221.36	400.58
	Bill	10/31/2018	A34.439 · Phone Service	238.44	639.02

1:49 PM
11/19/18
Accrual Basis

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail October 23 through December 1, 2018

	Type	Date	Account	Amount	Balance
	Bill	10/31/2018	A34.437 · Cable On-Line Services	105.63	744.65
Total Optimum				744.65	744.65
Paraco Gas Corporation					
	Bill	11/08/2018	A407.23 · Propane	60.98	60.98
Total Paraco Gas Corporation				60.98	60.98
Rescuestuff Inc					
	Bill	11/19/2018	A34.429 · Dress Uniforms	895.47	895.47
Total Rescuestuff Inc				895.47	895.47
Santone, Greg					
	Check	11/12/2018	A407.23 · Propane	20.00	20.00
	Check	11/12/2018	A34.471 · Office supplies & sundry	23.69	43.69
Total Santone, Greg				43.69	43.69
Sprint					
	Bill	10/31/2018	A34.438 · Cellular Service	342.06	342.06
Total Sprint				342.06	342.06
State Line Fire & Safety, Inc.					
	Bill	11/08/2018	A408.43 · Lukas Tool et al	2,875.00	2,875.00
Total State Line Fire & Safety, Inc.				2,875.00	2,875.00
Suburban Carting Co.					
	Bill	11/12/2018	A407.82 · Sanitation Svc New Fire House	128.21	128.21
	Bill	11/12/2018	A34.417 · Sanitation Svc Sta 2	91.59	219.80
Total Suburban Carting Co.				219.80	219.80
Technical Fire Services					
	Bill	11/05/2018	A408.4 · Equipment	2,385.00	2,385.00
	Bill	11/05/2018	A3410 · Equipment purchases	49.00	2,434.00
Total Technical Fire Services				2,434.00	2,434.00
The Depository Trust Company					
	Bill	12/01/2018	A97.000 · Long Term Bond Interest	111,843.75	111,843.75
Total The Depository Trust Company				111,843.75	111,843.75
Town of New Castle					
	Bill	11/15/2018	A34.460 · Hydrant tax	66,054.00	66,054.00
Total Town of New Castle				66,054.00	66,054.00
Verizon					

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

October 23 through December 1, 2018

	Type	Date	Account	Amount	Balance
	Bill	11/08/2018	A34.439 · Phone Service	167.99	167.99
Total Verizon				167.99	167.99
Vickers Consulting Services, Inc.					
	Bill	11/08/2018	A19.412 · Miscellaneous	750.00	750.00
Total Vickers Consulting Services, Inc.				750.00	750.00
Vista Construction & Landscape					
	Bill	11/19/2018	H305.5 · Construction-General Contractor	1,800.00	1,800.00
	Bill	11/19/2018	A407.83 · Outside Maint. New Fire House	0.00	1,800.00
	Bill	11/19/2018	A407.83 · Outside Maint. New Fire House	462.00	2,262.00
	Bill	11/19/2018	A34.415 · Outside Maintenance Sta 2	210.00	2,472.00
Total Vista Construction & Landscape				2,472.00	2,472.00
Westchester County Board of Elections					
	Deposit	11/19/2018	A2410 · Rentals	-500.00	-500.00
Total Westchester County Board of Elections				-500.00	-500.00
WEX Bank					
	Bill	11/05/2018	A408.11 · diesel	689.60	689.60
	Bill	11/05/2018	A408.22 · gasoline	1,178.58	1,868.18
Total WEX Bank				1,868.18	1,868.18
SUBTOTAL				215,859.78	215,859.78
Rose Cohen			Payroll	1,357.51	1,357.51
Joseph P. McConnell			Payroll	1,024.52	1,024.52
Greg Santone			Payroll	392.49	392.49
EFTPS			Payroll	548.50	548.50
				219,182.80	219,182.80

MILLWOOD FIRE DISTRICT MEETING NOVEMBER 19TH, 2018

Hoffman floors have substantially completed the bay flooring project at Station 1. They have approved foot traffic for tomorrow evenings physicals and the apparatus to be pulled back in immediately following. They will complete the expansion joints on Wednesday. We will schedule a special work detail in the near future to move all other equipment and turnout gear back in.

As the bay floors have been completed and the price was less than anticipated, the Chiefs would again like to request approval for a 20 inch "nano bubble" cleaner for the bay floors. This machine will allow us to better maintain the bay floors' cleanliness, thereby extending their life. It could be used at Station 2 as well. The technology used eliminates the need for most soaps and cleaners, as well as large amounts of water, which will represent a savings over time to help subsidize the cost of the machine. \$ _____.00 PO # _____

We need to replace the tires on Utility 145. NYS Contract pricing at Corsi Tire of \$ 615.80 PO # 235

The Chiefs would like to purchase one SCBA RIT pack on NYS Contract at a cost of \$ 1,699.00 from AAA. PO # 236

The Chiefs' want to purchase one Lock Out / Tag Out kit from MES at a cost of \$ 294.01 PO # 237

At the time of composing this report we have received Tom Shand's bid analysis and recommendation of KME to manufacture our new Engine. If the KME rep provides the additional clarifications and corrections in time for the meeting the committee would like the BoFC to approve KME's bid and take the next step of forwarding the bid submission to Attorney Bill Young.

For Chief Jorge Rodrigues

Greg Santone
Chiefs' Aid