

Millwood Board of Fire Commissioners Meeting Minutes September 21, 2020

On September 21, 2020 the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 pm. 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 and Chief's Aid Greg Santone.

Chairman Schapiro called the meeting to order.

Public Comment

No public comment.

Chief's Report (attached)

Treasurer's Report (attached)

Work Session

A motion was made by Commissioner Wolfensohn to accept the August 17, 2020 Regular Meeting Minutes, seconded by Commissioner Olenik. All in favor.

A motion was made by Commissioner Wolfensohn to accept the August 25, 2020 Special Meeting Minutes, seconded by Commissioner Olenik. All in favor.

A motion was made by Commissioner Wolfensohn to accept the September 14, 2020 Special Meeting Minutes, seconded by Commissioner Olenik. All in favor.

A motion was made by Commissioner Puszka to form a truck committee for replacing or refurbishing the Tanker 15, seconded by Commissioner Wolfensohn. All in favor.

A motion was made by Commissioner Olenik to adopt the 2021 Proposed Budget, seconded by Charmain Schapiro. All in favor.

A motion was made by Commissioner Olenik, seconded by Commissioner Schiffman to make the following funds transfers. All in favor.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
Operating	Capital Reserve	\$50,000
Operating	Equipment Reserve	\$200,000

The Board reviewed a proposal from its LOSAP administrator Penflex Inc. to increase the members annual service award monthly payment from \$20.00 to \$30.00. Due to the COVID-19 impact on the economy the Board decided to table decision for a later date.

The Chief's Aid and District Secretary advised the Board based on their discussions with the Fire District's insurance carrier VFIS and a representative from the WC Department of Emergency services that Millwood Fire Department's response to ECHO Level Calls should not have a negative impact on insurance premiums and is within NYS Department of Health guidelines.

Millwood Board of Fire Commissioners Meeting Minutes September 21, 2020

The Chief discussed with the Board the Station 2 lighting and will be proceeding with engaging MC Electric to install five (5) wafer lights over the bunker gear racks (total cost \$80.70), two (2) exterior lights on the Stone House (total cost \$225.85), an outside light timer (\$164.77) with labor cost to be \$875.00. Additionally, the Chief and the Board will investigate replacing the Station 2 truck bay lights with LED fixtures and advise the contractor of their decision.

A proposal for providing Architectural/Engineering Services related to exterior improvements to Station 2 was presented to the Board by Bernard Lanza, AIA of Battaglia Lanza Architectural Group, PC. The Board has forwarded the proposal to the District's legal counsel for review.

The Board approved the Fire Company's request to investigate the cost of installing a soda fountain machine in Station 2.

A motion was made by Commissioner Wolfensohn to accept Suburban Carting Co. the lowest waste removal bid for four (4) monthly waste pick-ups at Station 1 at a cost of \$128.21 each and on call waste pickups at \$31.45 each, seconded by Commissioner Olenik. All in favor.

The Board rejected the 2020/2021 Heating and Fuel bids as the submitted prices were based on various biofuel percentage blends. The District will issue a new RFP with a fixed biofuel mix percentage.

The Board instructed the District Secretary and Chief's Aid to develop an RFP for servicing the Station 1 elevator.

A motion was made by Commissioner Puszka to purchase new turn out boots for Walter Quest at a cost of \$397.00 from AAA Emergency under NYS contract, seconded by Commissioner Olenik. All in favor. PO # 294

A motion was made by Commissioner Puszka to purchase new turn out boots for Arnav Roy at a cost of \$317.00 from AAA Emergency under NYS contract, seconded by Commissioner Olenik. All in favor. PO # 295

A motion was made by Commissioner Puszka to purchase new tires for Chief's vehicle at a cost of \$797.00 from Corsi Tire, seconded by Commissioner Olenik. All in favor. PO # 296

A motion was made by Commissioner Puszka to purchase a rolling cart to transport SCBA air bottles at fire scenes at a cost of \$114.98 off E-BAY, seconded by Commissioner Wolfensohn. All in favor. PO # 297

A motion was made by Commissioner Wolfensohn to purchase three (3) parking signs at a cost of \$19.95 each from 'My Parking Signs' for Station 2, seconded by Commissioner Olenik. All in favor. PO # 298

A motion was made by Commissioner Puszka to purchase one case of commercial laundry detergent at a cost of \$124.95 from Sterling Sanitary Supply Corp., seconded by Commissioner Wolfensohn. All in favor. PO # 299

A motion was made by Commissioner Wolfensohn to purchase new American and POW Station 1 flags at a cost of \$583.31, seconded by Commissioner Schiffman. All in favor. PO # 300

A motion was made by Commissioner Puszka to purchase a thirty-five-foot (35') aluminum ladder at a cost of \$1,897.00 from AAA Emergency under NYS contract, seconded by Commissioner Wolfensohn. All in favor. PO # 301

A motion was made by Commissioner Puszka to purchase emergency vehicle lighting for the Chiefs cars at a cost of \$1,586.96 from RFP Emergency Lighting, seconded by Commissioner Wolfensohn. All in favor. PO # 302

Millwood Board of Fire Commissioners
Meeting Minutes September 21, 2020

A motion was made by Commissioner Wolfensohn to approve Arnav Roy application for membership into the Fire Company, seconded by Commissioner Schiffman. All in favor.

The Board discussed offer from Maid Brigade to supply free disinfectant solution to the Fire District. Commissioner Wolfensohn will follow up with Maid Brigade.

A motion was made by Commissioner Wolfensohn to enter into executive session to discuss personnel matters at 9:14 pm, seconded by Chairman Schapiro. All in favor.

A motion was made by Commissioner Wolfensohn to exit executive session at 9:16 pm, seconded by Chairman Schapiro. All in favor.

Commissioner Wolfensohn made a motion to adjourn. Seconded by Commissioner Olenik. All in favor. The time 9:18 PM.

Respectively submitted,

Joseph P. McConnell
District Secretary

Correspondence: Frank T. Simeone, Esq. re: Public Notice for 1998 Spartan Pumper Truck Sale

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

September 2020

	Type	Date	Account	Amount	Balance
AAA Emergency Supply Co., Inc.					
	Bill	09/07/2020	A3410 · Equipment purchases	225.00	225.00
	Bill	09/07/2020	A408.45 · SCBA	300.00	525.00
	Bill	09/07/2020	A408.4 · Equipment	47.00	572.00
Total AAA Emergency Supply Co., Inc.				572.00	572.00
Advance Auto Parts					
	Bill	09/18/2020	A34.443 · Maintenance Supplies	27.58	27.58
Total Advance Auto Parts				27.58	27.58
Allclean Building Maintenance					
	Bill	09/04/2020	A34.456 · Custodial Svc New Fire House	860.00	860.00
	Bill	09/04/2020	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	09/01/2020	A408.11 · diesel	331.74	331.74
Total Almeida Oil Co.				331.74	331.74
Alpine Software Corp					
	Bill	09/18/2020	A410.4 · Computer Software	3,216.34	3,216.34
Total Alpine Software Corp				3,216.34	3,216.34
Capital Markets Advisors, LLC					
	Bill	09/01/2020	A406 · Legal Notices	750.00	750.00
Total Capital Markets Advisors, LLC				750.00	750.00
Chase Card Services					
	Bill	09/04/2020	A19.412 · Miscellaneous	31.93	31.93
	Bill	09/04/2020	A3410 · Equipment purchases	282.00	313.93
	Bill	09/04/2020	A410.4 · Computer Software	18.99	332.92
Total Chase Card Services				332.92	332.92
Emergency Services Marketing Corp., Inc.					
	Bill	09/11/2020	A410.4 · Computer Software	660.00	660.00
Total Emergency Services Marketing Corp., Inc.				660.00	660.00
GTA Tree and Shrub Care Inc.					
	Bill	09/04/2020	A407.83 · Outside Maint. New Fire House	500.00	500.00
	Bill	09/04/2020	A34.415 · Outside Maintenance Sta 2	700.00	1,200.00
Total GTA Tree and Shrub Care Inc.				1,200.00	1,200.00

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

September 2020					
Type	Date	Account	Amount	Balance	
Hopewell Fire Apparatus Service Co.					
Bill	09/04/2020	A408.15 · T15	874.67	874.67	
Bill	09/04/2020	A408.48 · E248	4,052.34	4,927.01	
Total Hopewell Fire Apparatus Service Co.			4,927.01	4,927.01	
Hubbinette-Cowell Associates Inc.					
Bill	09/01/2020	A34.466 · General Liability	12,388.00	12,388.00	
Total Hubbinette-Cowell Associates Inc.			12,388.00	12,388.00	
JP McHale Account					
Bill	09/07/2020	A34.419 · Inside Maintenance Sta 2	58.00	58.00	
Bill	09/07/2020	A407.80 · Inside Maint. New Fire House	65.00	123.00	
Total JP McHale Account			123.00	123.00	
Lantegrity Consulting Group					
Bill	09/11/2020	A34.480 · Consultants	281.25	281.25	
Total Lantegrity Consulting Group			281.25	281.25	
Matra Motors Inc					
Bill	09/07/2020	A408.51 · Chief 2251	1,587.80	1,587.80	
Total Matra Motors Inc			1,587.80	1,587.80	
McConnell, Joseph P					
Check	09/18/2020	A34.471 · Office supplies & sundry	27.25	27.25	
Total McConnell, Joseph P			27.25	27.25	
McKesson Medical-Surgical					
Bill	09/07/2020	A3410 · Equipment purchases	498.81	498.81	
Total McKesson Medical-Surgical			498.81	498.81	
Metrocom Wireless					
Bill	09/04/2020	A408.3 · Radio Maintenance	45.00	45.00	
Total Metrocom Wireless			45.00	45.00	
MetTel Acct 0100413954					
Bill	09/01/2020	A34.439 · Phone Service	74.22	74.22	
Total MetTel Acct 0100413954			74.22	74.22	
Mike's Mt. Pleasant Locksmiths					
Bill	09/07/2020	A34.415 · Outside Maintenance Sta 2	140.00	140.00	
Total Mike's Mt. Pleasant Locksmiths			140.00	140.00	
Millwood Hardware					

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

September 2020

Type	Date	Account	Amount	Balance
Bill	09/07/2020	A3410 · Equipment purchases	31.99	31.99
Total Millwood Hardware			31.99	31.99
Montrose Beer & Soda				
Bill	09/01/2020	A19.412 · Miscellaneous	110.00	110.00
Total Montrose Beer & Soda			110.00	110.00
Mt. Kisco Truck & Auto Parts Acct 40902				
Bill	09/18/2020	A34.443 · Maintenance Supplies	13.25	13.25
Total Mt. Kisco Truck & Auto Parts Acct 40902			13.25	13.25
Municipal Emergency Services (M.E.S.)				
Bill	09/18/2020	A3410.1 · Turnout gear	99.00	99.00
Total Municipal Emergency Services (M.E.S.)			99.00	99.00
New York Power Authority Acct 2363579				
Bill	09/11/2020	A34.450 · Electricity New Fire House	1,641.29	1,641.29
Bill	09/11/2020	A34.449 · Electricity Station 2	469.56	2,110.85
Total New York Power Authority Acct 2363579			2,110.85	2,110.85
NYS Dep. of Environmental Cons.				
Bill	09/01/2020	A19.412 · Miscellaneous	110.00	110.00
Total NYS Dep. of Environmental Cons.			110.00	110.00
One More From the Road				
Deposit	09/11/2020	A2770 · Sundry income	-15.00	-15.00
Total One More From the Road			-15.00	-15.00
Optimum				
Bill	09/01/2020	A34.437 · Cable On-Line Services	105.72	105.72
Bill	09/01/2020	A407.54 · Cable TV	178.36	284.08
Bill	09/01/2020	A34.437 · Cable On-Line Services	223.88	507.96
Bill	09/01/2020	A34.439 · Phone Service	249.74	757.70
Total Optimum			757.70	757.70
Ossining Lawn Mower Service Inc				
Bill	09/11/2020	A3410 · Equipment purchases	447.99	447.99
Total Ossining Lawn Mower Service Inc			447.99	447.99
Ossining Volunteer Ambulance Corps				
Bill	09/01/2020	A3410 · Equipment purchases	364.38	364.38
Bill	09/11/2020	A3410 · Equipment purchases	79.98	444.36

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

September 2020				
Type	Date	Account	Amount	Balance
Total Ossining Volunteer Ambulance Corps			444.36	444.36
Paraco Gas Corporation				
Bill	09/01/2020	A407.23 · Propane	67.97	67.97
Total Paraco Gas Corporation			67.97	67.97
Rescuestuff Inc				
Bill	09/14/2020	A34.429 · Dress Uniforms	155.00	155.00
Total Rescuestuff Inc			155.00	155.00
RFC Emergency Lighting				
Bill	09/18/2020	A408.51 · Chief 2251	391.14	391.14
Bill	09/18/2020	A408.52 · Chief 2252	994.24	1,385.38
Bill	09/18/2020	A408.53 · Chief 2253	0.00	1,385.38
Bill	09/18/2020	A408.55 · U145	0.00	1,385.38
Bill	09/18/2020	A408.47 · E247	85.00	1,470.38
Bill	09/18/2020	A408.51 · Chief 2251	0.00	1,470.38
Bill	09/18/2020	A408.52 · Chief 2252	1,721.96	3,192.34
Bill	09/18/2020	A408.53 · Chief 2253	1,721.96	4,914.30
Bill	09/18/2020	A408.55 · U145	1,586.96	6,501.26
Bill	09/18/2020	A408.47 · E247	0.00	6,501.26
Total RFC Emergency Lighting			6,501.26	6,501.26
Rocky's Millwood Deli				
Bill	09/14/2020	A19.412 · Miscellaneous	814.34	814.34
Total Rocky's Millwood Deli			814.34	814.34
Sprint				
Bill	09/01/2020	A34.438 · Cellular Service	379.82	379.82
Total Sprint			379.82	379.82
Staples Credit Plan				
Bill	09/18/2020	A34.471 · Office supplies & sundry	349.21	349.21
Total Staples Credit Plan			349.21	349.21
Suburban Carting Co.				
Bill	09/11/2020	A407.82 · Sanitation Svc New Fire House	128.21	128.21
Bill	09/11/2020	A34.417 · Sanitation Svc Sta 2	31.45	159.66
Total Suburban Carting Co.			159.66	159.66
The Standard Life Insurance Co.				

MILLWOOD FIRE DISTRICT Expenses by Vendor Detail

September 2020				
Type	Date	Account	Amount	Balance
Bill	09/18/2020	A34.426 · Service award progam	4,500.00	4,500.00
Total The Standard Life Insurance Co.			4,500.00	4,500.00
Verizon				
Bill	09/04/2020	A34.439 · Phone Service	71.70	71.70
Total Verizon			71.70	71.70
Vista Construction & Landscape				
Bill	09/18/2020	A34.415 · Outside Maintenance Sta 2	440.00	440.00
Total Vista Construction & Landscape			440.00	440.00
WEX Bank				
Bill	09/04/2020	A408.11 · diesel	417.77	417.77
Bill	09/04/2020	A408.22 · gasoline	914.84	1,332.61
Total WEX Bank			1,332.61	1,332.61
SUBTOTAL			47,118.63	47,118.63
Rose A Cohen			Payroll	\$2,041.78
Joseph P. McConnell			Payroll	\$1,612.16
Greg Santone			Payroll	\$461.75
EFTPS			Payroll	\$983.56
TOTAL			\$52,217.88	\$52,217.88

MILLWOOD FIRE DISTRICT
Balance Sheet
As of August 31, 2020
Aug 31, 20

ASSETS

Current Assets

Checking/Savings

A200 · Cash - Budget Operating Fund

A200.1 · BOF Checking 4111028710 1,343,431.22

Total A200 · Cash - Budget Operating Fund 1,343,431.22

A230 · Cash - Cap RF

A230.1 · CRF Checking 816868657 559,309.94

Total A230 · Cash - Cap RF 559,309.94

A231 · Cash - ERF

A231.2 · ERF Checking 937110245 165,786.18

Total A231 · Cash - ERF 165,786.18

Total Checking/Savings 2,068,527.34

Other Current Assets

A200.4 · Petty Cash 250.00

Total Other Current Assets 250.00

Total Current Assets 2,068,777.34

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 14,790,129.17

K104 · Furnishings & Equipment

K104.1 · New Fire House 289,309.50

K104.2 · Station 2 59,496.00

Total K104 · Furnishings & Equipment 348,805.50

K106 · Other fixed assets

K106.1 · Vehicles 2,691,363.86

K106.2 · Equipment 409,941.00

Total K106 · Other fixed assets 3,101,304.86

K109.1 · Construction in Progress-Trucks 57,544.00

Total Fixed Assets 20,660,224.12

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 1,636,177.81

Total Other Assets 1,644,257.81

TOTAL ASSETS 24,373,259.27

LIABILITIES & EQUITY

Liabilities

MILLWOOD FIRE DISTRICT

Balance Sheet

As of August 31, 2020

Aug 31, 20

Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	148.02
TA600 · Accounts Payable - LOSAP	13,179.00
Total Other Current Liabilities	13,327.02
Total Current Liabilities	13,327.02
Long Term Liabilities	
W628 · Bonds Payable	7,910,000.00
Total Long Term Liabilities	7,910,000.00
Total Liabilities	7,923,327.02
Equity	
32000 · Retained Earnings	609,861.19
A806 · Fund Balance-Not Spendable	8,080.00
A878.9 · Fund balance - BOF	259,648.22
A878.RA · Fund balance - Cap RF	510,228.55
A878.RB · Fund balance - ERF	533,492.32
H909 · Fund Balance - Cap Bldg. Fund	21,232.67
K878.9 · Fund balance - Prop & Equip	20,660,225.76
TA881.5 · Fund Balance Pension Trust Fund	1,621,598.60
W125 · Amt needed for bond refunds	-7,910,000.00
Net Income	135,564.94
Total Equity	16,449,932.25
TOTAL LIABILITIES & EQUITY	24,373,259.27

MILLWOOD FIRE DISTRICT BoFC MEETING Chiefs Report September 21st , 2020

At the Company meeting last week, Jon Doyle was elected 3rd Lieutenant. After many months of turbulence, the Firematic Officer lineup is finally complete.

In speaking with Commissioners Olenik and Puszka over the last few weeks at training drills at Station 2, we have identified several electrical repairs needed including the bay light fixtures there. I have an outline of material costs as well as an estimate from Conte Electric for the labor involved.

I need to replace Walter Quast's boots at a cost of \$397.00 from AAA PO# _____.
and purchase boots for new member Arnav Roy for \$317.00 from MES PO# _____.

I need to replace the tires on my vehicle at a cost of \$797.00 from CORSI Tire PO# _____.

I would like to purchase a rolling cart for transporting SCBA bottles at fire scenes at a cost of \$114.98 off E-BAY. PO # _____ .

Now that Engine 247 is in service, I would like to form the truck committee to replace Tanker 15 – a 1994 Apparatus - as it approaches 30 years in age.

For Chief Chris Raguso,

Greg Santone
Captain / CA