

Millwood Board of Fire Commissioners
Meeting Minutes June 24, 2024

On June 24, 2024, the Millwood Board of Fire Commissioners held their regular monthly meeting at 7:30 PM in Millwood Station 1. Attending were Commissioners: Alan Schapiro, Anthony Olenik, Dan Puszka, Michael Wolfensohn and Jordan Schiffman; Treasurer Rose Cohen; Deputy Treasurer Vicki Gillespie; Chief Rodrigues, Assistant Chiefs Robert McCarthy and Greg Santone, Safety Officer Scott Stein.

Chairperson Schapiro called the meeting to order.

Public Comment - None

Chief's Report (attached)

Treasurer's Report (attached)

- The Treasurer's Reported in response to the recent District check fraud the following actions have been taken:
 - Instituted Chase "Positive Pay" which enables the Treasurer to approve the District checks prior to bank clearing.
 - District checks over \$10,000 will be sent to vendors via USPO Certified Mail with tracking signature and a return receipt service.
 - The Treasurer will explore electronic payment options for vendors.

Work Session

A motion made by Commissioner Wolfensohn, seconded by Commissioner Olenik to approve the May 20, 2024, Regular Meeting Minutes as amended. All in favor.

Commissioner Wolfensohn administered the Oath of Office to new Treasurer Vicki Gillespie.

A motion made by Commissioner Wolfensohn, seconded by Commissioner Olenik to accept the 2023 Audited Financial Statements. All in favor.

A motion made by Commissioner Wolfensohn, seconded by Commissioner Schapiro to approve the revisions to the Unassigned Fund Balance Policy for the Fund Balance calculations. All in favor.

A motion made by Commissioner Schiffman, seconded by Wolfensohn to increase the LOSAP Service Credit Maximum from 40 years to 50 years with an estimated 2026 contribution increase of \$8,000.00 for a 2026 estimated total contribution of \$150,000.00. In favor Commissioners Schapiro, Wolfensohn and Schiffman; Abstaining Commissioners Olenik and Puszka

A motion made by Commissioner Wolfensohn, seconded by Commissioner Olenik to approve a Budget Adjustment moving \$174.00 from A34.430 Life Insurance to A34.426 LOSAP Contribution. All in favor.

A motion made by Commissioner Olenik, seconded by Commissioner Wolfensohn to approve stripping of the Station 1 parking lot by Seal Pro at a cost of \$1,800.00. All in favor.

A motion made by Commissioner Olenik, seconded by Commissioner Puszka to approve the Alon Industries proposal to repair the Station 2 apparatus bay floor at a cost of \$2,617.00. All in favor.

Millwood Board of Fire Commissioners
Meeting Minutes June 24, 2024

Commissioner Puzka agreed to interview architectural firms to provide a feasibility study to construct sleeping quarters in Station 2.

A motion made by Commissioner Puzka, seconded by Commissioner Schapiro to purchase a 4-Gas meter with a trade of the current unit from AAA Emergency at a total cost of \$1,169.00. All in favor. PO # 382

A motion made by Commissioner Puzka, seconded by Commissioner Wolfensohn to purchase for Utility 144 mounts, brackets and decking from AAA Emergency for a total cost of \$763.08. All in favor. PO # 383

A motion made by Commissioner Puzka, seconded by Commissioner Wolfensohn to purchase for Utility 144 two Vulcan LED hand lights with chargers under NYS PC-69006 from AAA Emergency for a total cost of \$432.00. All in favor. PO # 384

A motion made by Commissioner Puzka, seconded by Commissioner Wolfensohn to approve the AAA Emergency labor cost of \$575.00 for installing the equipment on Utility 144. All in favor.

A motion made by Commissioner Puzka, seconded by Commissioner Wolfensohn to approve Kyle Wan request to change his membership status from junior to active firefighter. All in favor.

Safety Officer Stien presented his monthly report with recommendations to the Board. Specifically.

- He believes the Utility 145 window tinting did not contribute to the recent accident.
- Recommended aftermarket tinting on officer vehicles more than 70% be removed from vehicles.
- Engines, ladder trucks, rescues and utility vehicles should not have aftermarket tinting on the driver and passenger windows.

The Board agreed to allow the windows on the Department Chief's vehicle driver and passenger windows to remain tinted above the legal limit due to medical reasons for the tenure of his term.

Commissioner Schiffman thanked Safety Officer Stein for contacting the prior Safety Officer Steve Wright to address his concerns regarding the emergency vehicle window tinting.

A motion made by Commissioner Wolfensohn, seconded by Commissioner Olenik to enter executive session to discuss personnel matters at 8:34 P.M. All in favor.

A motion made by Commissioner Shapiro, seconded by Commissioner Wolfensohn to exit the executive session at 8:52 P.M. All in favor.

A motion made by Commissioner Wolfensohn, seconded by Commissioner Schapiro to adjourn at 8:53 P.M. All in favor.

Respectively submitted,

Joseph P. McConnell
Fire District Secretary

MILLWOOD FIRE DISTRICT BoFC MEETING Chiefs Report June 24th, 2024

The Chiefs would like the BoFC to approve Kyle Wan for active membership.

The Chiefs have identified an area for additional parking for our 100 YR Anniversary Event. The owners of the parking lot located between the former Lumber Yard and the Bike Path have given permission for us to use this space on the evening of Saturday September 14th. They have asked us to provide a certificate of Insurance naming them as an additional insured. Could we contact our carrier to confirm that they can provide this and what if any charge there would be?

The Chiefs need to replace a 4-Gas meter for Ladder 52 which is more than 5 years old, off warranty, and would require a \$602.00 repair. A new meter on contract pricing with a 4 year warranty with the trade in would be \$1169.00 from AAA. PO # _____

The Chiefs would like to complete Utility 144. Just a few items remain:

- 1- Mounts, brackets, and decking from AAA totaling \$763.08 PO # _____
- 2- Two Vulcan LED hand lights with chargers NYS PC-69006 \$432.00 PO # _____
- 3- Approximate labor for installation of above items: \$575.00

As this is the last official meeting for Rose Cohen as Treasurer, the Chiefs Staff would like to express our sincere appreciation for her many years of service to the Millwood Fire District. We would also like to extend a warm welcome to incoming Treasurer: Vicki Gillespie.

For Chief Jorge Rodrigues & Staff

Greg Santone

Assistant Chief

MILLWOOD FIRE DISTRICT
Balance Sheet
As of May 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
A200 Cash - Budget Operating Fund	1,648,412.67
A230 Cash - Cap RF	724,342.57
A231 Cash - ERF	1,640,510.76
Total Bank Accounts	\$ 4,013,266.00
Other Current Assets	
A200.4 Petty Cash	158.57
Total Other Current Assets	\$ 158.57
Total Current Assets	\$ 4,013,424.57
Fixed Assets	
K101 Land	45,000.00
K101.1 Land-New Fire House	2,317,440.59
K102 Buildings & improvements	14,810,985.17
K104 Furnishings & Equipment	356,043.50
K106 Other fixed assets	3,685,480.24
Total Fixed Assets	\$ 21,214,949.50
Other Assets	
A461 Service Award Program Assets	1,923,697.32
Total Other Assets	\$ 1,923,697.32
TOTAL ASSETS	\$ 27,152,071.39
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 Payroll Liabilities	287.75
A600.1 Accounts payable	-22,293.89
Total Other Current Liabilities	-\$ 22,006.14
Total Current Liabilities	-\$ 22,006.14
Long-Term Liabilities	
W628 Bonds Payable	6,275,000.00
Total Long-Term Liabilities	\$ 6,275,000.00
Total Liabilities	\$ 6,252,993.86
Equity	
32000 Retained Earnings	1,075,887.06
A878.8 Gen Retained Earnings	230,063.00
A878.9 Fund balance - BOF	259,648.22
A878.RA Fund balance - Cap RF	711,556.55
A878.RB Fund balance - ERF	1,427,533.32
A895 Restricted for LOSAP Program	1,923,697.42

A914 Assigned Fund Balance		55,344.00
A917 Unassigned Fund Balance--LOSAP		-746,801.82
K878.9 Fund balance - Prop & Equip		21,214,950.14
W125 Amt needed for bond refunds		-6,275,000.00
Net Income		1,022,199.64
Total Equity	\$	<u>20,899,077.53</u>
TOTAL LIABILITIES AND EQUITY	\$	<u>27,152,071.39</u>

Monday, Jun 03, 2024 05:49:52 PM GMT-7 - Accrual Basis

MILLWOOD FIRE DISTRICT
Expenses by Vendor Summary
 June 2024

	<u>Total</u>
AAA Emergency Supply Co., Inc.	859.64
AKRF Inc-1	17,315.00
Allclean Building Maintenance	2,886.00
Almeida Oil Co.	2,039.40
Canon Solutions America	37.08
Chase Card Services	1,710.61
CK Plumbing and Heating, Ltd.	225.00
Clarity Testing Services, Inc.	453.00
Elizabeth Sanger	750.00
Gannett Media Corp	152.10
Gowans Knight Co., Inc.	30,860.50
Hopewell Fire Apparatus Service Co.	2,478.69
Hubbinette-Cowell Associates Inc.	14,990.00
John P. Brown Ladder Company	-13,959.00
JP McHale Account	213.46
Kings Capital Construction Group, Inc.	201,802.25
Metrocom Wireless	358.47
MetTel Acct 0100413954	116.12
Millwood Hardware	79.61
Montrose Beer & Soda	45.00
Mount Kisco Chevrolet	500.00
Municipal Emergency Services (M.E.S.)	513.69
New York Power Authority Acct 2363579	2,443.24
Nicks Electric Service of NY, LLC.	4,980.00
Open Systems Metro	525.00
Optimum	775.54
Polaris Sales Inc.	49,999.99
RBT CPAs	11,000.00
Regina Landscaping Corp.	10,505.00
Suburban Carting Co.	133.97

MILLWOOD FIRE DISTRICT
Expenses by Vendor Summary
June 2024

	<u>Total</u>
T-Mobile	304.25
Tarrytown Vets Drum and Bugle Corps	1,250.00
Verizon	1.46
WEX Bank	1,942.23
TOTAL	\$ 348,287.30
Rose Cohen	\$ 3,095.62
Joseph P. McConnell	\$ 1,367.58
Vicki M Gillespie	\$ 1,781.94
Greg Santone	\$ 498.69
IRS	\$ 1,607.24
Total Claims	\$ 356,638.37