

Special Meeting of the Valhalla Board of Fire Commissioners for January 11, 2023

The Special End of the Year Meeting (12/31/22) of the Board of Fire Commissioners of the Valhalla Fire District for 2022 was convened by Chairman Deegan at 7:30pm.

In attendance was Chairman Deegan, Comrs. McCarthy, Ciancio, Bonanno, Sciliano, Asst. Chief McGuinn, and Secretary Ciancio.

Pledge to the Flag and a moment of silence was held for military and firefighters.

TREASURER'S REPORT

CHECKS:

6974	Kristen Ciancio	1,267.10
6975	Kristen Ciancio	1,267.10
6976	AFDSNY	125.00
6977	Con Edison	369.66
6978	AAA Emergency Supply	1,494.50
6979	AT&T Mobility	148.53
6980	Berger Hardware	49.48
6981	Fernanda DeCampos	200.00
6982	Anthony Guiffreda	139.00
6983	Hawthorne FD	2,469.47
6984	Hillside Service Center	580.00
6985	Hummel & Butler CPAs	735.00
6986	Independent Fire Co.	12,070.20
6987	Michael Kohany	76.84
6988	Partners In Safety	267.00
6989	TJ Nethercott Oil	410.30
6990	Valhalla Fire Co #1	12,070.20
6991	Verizon	104.81
6992	Verizon	472.68
6993	Verizon	386.80
6994	WB Mason	49.14
6995	White Plains Hospital	283.00
7003	Charles Stotz, Inc.	184.00
7004	Comptroller	512.38
7005	Mt. Pleasant Water Districts	8.85
EFT	US Treasury	1,170.20
EFT	NYS Tax Department	367.20
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		36,475.34

FINANCIAL REPORT (AS OF 12/31/22):

Balance Forward	\$ 11,841.52
Deposits	\$ 68.00
Transfers-GF	\$ 56,000.00
Vouchers	\$ 36,475.34
Closing Balance	\$ 31,434.18

STATUS OF ACCOUNTS (as of 12/31/22):

Regular Checking	\$ 31,434.18
Fire District Money Market	\$ 225,002.59
Capital Reserve Checking	\$ 33,049.75
Capital Reserve Money Market	\$2,847,894.30
Building Reserve Money Market	\$ 421,563.95
Repair Reserve Money Market	\$ 423,932.83
TOTAL:	\$3,982,877.60

PRIVATE PURPOSE TRUST:

Service Award Program – DBP	\$1,174,721.21
Service Award Program – DCP	\$ 343,247.78
TOTAL	\$1,517,968.99

TRANSFERS:

TO:	Checking Acct #8388546	
FROM:	Money Market Acct #8388562	\$56,000.00

BUDGET CODE CHANGE ORDER:

<u>BUDGET CODE #</u>	<u>AMOUNT</u>
1010-1015 TELEPHONES-DISTRICT	\$2,500.00
1040-1048 PAGERS	9,800.00
1017-1029 CELL PHONES	(700.00)
1030-1034 RADIOS	(4,975.00)
1610 HEALTH	(6,625.00)
1540-1543 SUPPLIES	\$3,600.00
1550 COMPUTER SUPPLIES	1,300.00
1610 HEALTH	(4,900.00)
2010-2014 PURCHASE OF NEW EQUIP	(\$9,000.00)
2020-2027 REPAIR EXISTING EQUIP	9,000.00
4001 GENERAL LIABILITY	\$16,000.00
4002 WORKER'S COMP (VFBL)	(16,000.00)
4003 GROUP LIFE	(100.00)

4004 ACCIDENT & HEALTH	100.00
6050 SERVICE AWARD ADMIN	7,500.00
6065 FINANCIAL SERVICES	4,500.00
6090 LAWN MAINTENANCE	500.00
2050 CLEAN GEAR	(7,000.00)
2520-2521 PARADES	(2,200.00)
2530 STANDBY'S	(1,500.00)
2540 PETTY CASH	(500.00)
2550 FIRE PREVENTION	(800.00)
6040 ATTORNEY	(500.00)
6095 TECHNOLOGY	20,000.00
1610 HEALTH	(9,000.00)
2510-2513	(5,000.00)
2560 CHIEF'S RECEPTION	(5,000.00)
2040-2043 EQUIP MAINT SUPPLIES	(1,000.00)
6101 VALHALLA HYDRANT RENTAL	10,000.00
6103 GREENBURGH HYDRANT RENT	(5,000.00)
6570-6573 MANGEMENT SEMINAR	(5,000.00)
6580-6582 TRAINING PROGRAMS	4,500.00
6540 DUES	250.00
6510-6515 UNIFORMS & BADGES	(4,750.00)
7010-7019 FUEL-APPARATUS	250.00
7020-7029 VEHICLE/APPARATUS SUPPLY	4,600.00
7045 INSPECTION SERVICE	(4,850.00)
7520-7521 VFC #1 RENTAL	1,300.00
7560 330 COLUMBUS AVE ELECTRIC	1,300.00
7030-7039 VEHICLE/APPARATUS REPAIRS	(2,600.00)
7530 330 COLUMBUS AVE SUPPLIES	6,500.00
6520 HEALTH CLUB	(3,000.00)
6530-6532 REFRESHMENTS	(1,500.00)
1510-1511 DEPT STATIONARY	(500.00)
1520 DISTRICT STATIONARY	(500.00)
1620 LEGAL NOTICES	(1,000.00)

It was moved on a motion made by Comrs. Ciancio/McCarthy to accept as read the Treasurer's report, that bills submitted for payment be approved and transfers executed. MC. Comr. Ciancio abstained from voting on check #6974 and 6975 as the payee is his daughter.

CHIEF'S REPORT

It was moved on a motion made by Comrs. Sciliano/McCarthy to accept the Chief's Report as read. MC. Activity Report for 2022: 391 alarms for 4,093 hours; 53 drills for 1,497 hours; 24 meetings for 792 hours; 8 training for 228.5 hours; 159 misc. for 1,844.5 hours; 3 stand bys for 153 hours; 19 fire prevention for 344 hours. TOTAL: 847 hours.

It was moved on a motion made by Comrs. Bonanno/Ciancio to move the entire \$45,000.00 from the Grasslands Contract to the Capital Reserve Fund in June 2023. MC.

Be it resolved that whereas, the Board of Fire Commissioners of the Valhalla Fire District at its Special End of Year meeting held on January 11, 2023, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$_____ to the Repair Reserve Fund, \$_____ to the Building Reserve Fund and \$_____ to the Capital Reserve Fund (subject to change per the auditors) from the balance of the 2022 General Fund, inclusive of the Grasslands Contract money for 2022 in July 2023. This motion was made by Comr. Ciancio, seconded by Comr. McCarthy. MC.

This motion was made by Commissioner Ciancio, seconded by Commissioner Ciancio, with the following Commissioners voting in the affirmative: Deegan, Bonanno and Sciliano.

This Resolution was adopted at the Special End of Year meeting of the Fire Commissioners, Valhalla Fire District, held on the 11th of January 2023.

It was moved on a motion made by Comrs. McCarthy/Ciancio that the Special End of Year Meeting be adjourned at 7:40pm.
Respectfully submitted,

Kristen Ciancio
Secretary

Organizational Meeting of the Valhalla Board of Fire Commissioners for
January 11, 2023

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2023 was held on January 11, 2023 and convened by Secretary Ciancio at 7:41pm. Secretary-Treasurer Ciancio administered the Oath of Office to re-elected Commissioner Deegan. It was moved on a motion made by Comrs. McCarthy/Sciliano that Comr. Ciancio serve as Chairman and Comr. Bonanno as Vice Chairman. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to appoint Kristen Ciancio District Secretary-Treasurer and RMO for 2023. MC. Chairman Ciancio administered the Oath of Office to the Secretary-Treasurer of the Valhalla Fire District Kristen Ciancio.

It was moved on a motion made by Comrs. McCarthy/Sciliano that William N. Young, Jr. of the law firm Young, Fenton, Kelsey & Brown, PC, represent the Valhalla Fire District for 2023. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano that The Journal News be designated the official newspaper of the Valhalla Fire District for 2023. MC.

It was moved on a motion made by Comrs. Sciliano/McCarthy that Orange Bank & Trust be the depository of bank accounts of the Valhalla Fire District for 202. MC.

It was moved on a motion made by Comrs. Bonanno/McCarthy that the Valhalla Fire District continue a membership with the NYS Association of Fire Districts, Association of Fire Districts – Westchester County, International Assoc. of Fire Chiefs, NYS Association of Fire Chiefs, Mt. Pleasant Chief's Association and the National Fire Protection Association. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy that White Plains Hospital (formerly NYPMG) is designated as the district's primary physician and Health Care Facility, and Partners In Safety as secondary for 2023. MC

It was moved on a motion made by Comrs. Bonanno/Deegan to appoint O'Connor Davies PKF, LLP to be the external auditors for the Valhalla Fire District General Fund and the Service Award for the year 2023 at a cost of \$14,000.00. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to appoint Hummel & Butler, CPAs as internal auditor and financial consultant for the year 2023 at a cost not to exceed \$10,585.00 MC.

It was moved on a motion made by Comrs. Deegan/Bonanno to reaffirm collateral agreements with the banks. MC.

It was moved on a motion made by Comrs. McCarthy/Sciliano to continue with the investment policies currently in place. MC.

It was moved on a motion made by Comrs. Bonanno/Sciliano to reaffirm all existing resolution 1-78. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano to appoint Firefly as Actuary for the Service Award Program for the year 2023 at a cost not to exceed \$10,500.00. MC.

It was moved on a motion by Comrs. McCarthy/Sciliano to accept the appointment of Committees. MC.

It was moved on a motion made by Comrs. Deegan/Bonanno to accept all fire hydrant leases. MC.

It was moved on a motion made by Comr. Ciancio/Bonanno that Appraisal Affiliates be hired to maintain the district's fixed asset inventory for 2019 at a cost of \$1,200.00. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 28, 2023. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano to appoint Safety Officer for Independent Fire Company as Jimmy Stone and Valhalla Fire Co #1 as Thomas Fox. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano that the regular monthly meeting of the Board of Fire Commissioners take place on the second Wednesday of each month at 7:30 pm at 330 Columbus Avenue, except in October when it will be the third Tuesday. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to approve annual registration of District domain name www.valhallafd.org. MC.

It was moved on a motion made by Comrs. Bonanno/McCarthy to review and accept leases and contracts: computer contract, security system, IAMResponding, generator, Cablevision, Alpine Software, Progressive Computers, Inc., copy machine, website, IRIS system, and firehouses pending review of annual renewals as they arise. MC.

It was moved on a motion made by Comrs. McCarthy/Sciliano to review and accept the Treasurer's bond. MC.

It was moved on a motion by Comrs. Sciliano/Bonanno to accept the IRS mileage reimbursement rate of \$.655 for 2019. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan that all checks should be signed by the Treasurer and two Commissioners. MC.

It was moved on a motion made by Comrs. Sciliano/McCarthy that the Secretary-Treasurer may pay certain bills as per Resolution 63. MC.

With no other business to come before the Board, it was moved on a motion made by Comrs. Deegan/Bonanno that the Organizational Meeting be adjourned at 7:52pm. MC.

Respectfully submitted,
Kristen Ciano
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 11, 2023

The regular monthly meeting of the Board of Fire Commissioners for January 11, 2023 was convened by Chairman Ciancio at 7:53pm.

In attendance was Chairman Ciancio, Comrs. McCarthy, Deegan, Bonanno, Sciliano, Chief McGuinn and Secretary-Treasurer Ciancio.

It was moved on a motion made by Comrs. McCarthy/Bonanno to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 14, 2022. MC.

Correspondence: none

TREASURER'S REPORT

It was moved on a motion made by Comrs. Sciliano/Deegan to accept as read the Treasurer's Report, the bills submitted for payment be approved, and transfers executed. MC.

CHECKS:

6996	DeLage Landen Financial	189.00
6997	KD Systems, Inc.	4,040.00
6998	McNeil & Company	12,815.00
6999	NYS DOT	100.00
7000	Security World	270.00
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		17,414.00

FINANCIAL REPORT:

Balance Forward	\$	31,434.18
Deposits	\$	525.00
Vouchers	\$	17,414.00
Closing Balance	\$	<hr/> 32,545.18

STATUS OF ACCOUNTS:

Regular Checking	\$	32,545.18
Fire District Money Market	\$	207,002.59
Capital Reserve Checking	\$	2,239.66
Capital Reserve Money Market	\$	2,827,894.30
Building Reserve Money Market	\$	421,563.95
Repair Reserve Money Market	\$	<hr/> 423,932.83
TOTAL:		\$3,915,178.51

SERVICE AWARD PROGRAM:

Service Award Program – DBC	\$1,174,721.21
Service Award Program – DCP	<u>\$ 343,247.78</u>
TOTAL:	\$1,517,968.99

TRANSFERS:

TO:	Checking Acct #8388546	
FROM:	Money Market Acct #8388562	\$18,000.00

SECRETARY'S REPORT

Ciancio reported cancer plan premium has dropped about 20%; attended 12/20 attended AFDSNY Duties & Deadlines; requested committee lists from each Commissioner; sent info to insurance company on accident policy and learned members over 75 are not eligible; ID cards are printed and distributed; sent 4th quarter report to Grasslands; 1/5 insurance loss control consultant conducted exterior surveys – 1/13 will do phone survey; submitted 2022 NFIRS report to OFPC; printed 2022 points to be posted at both companies; finished member update packets and will give to Chief's for their members to fill out; waiting to hear back from Town on September 2022 electric bill; left message for OFPC on arson checks not received; need generator info for grant;

CHIEF'S REPORT

It was moved on a motion made by Comrs. Sciliano/McCarthy to accept the Chief's Report as read. MC. Activity Report for December 2022: 56 alarms for 441 hours; 4 drills for 72 hours; 2 meetings for 62 hours; 18 misc. for 272 hours. TOTAL: 847 hours.

Chief McGuinn reported he would like to schedule elevator training at a cost of \$4,750.00 for 24 members; there was a discussion on scheduling an electric vehicle training course; discussed purchasing a door prop at a cost of \$7,000-\$7,500.00; asked if additional regulators could be purchased for VFC #1 members.

COMMITTEE REPORTS

Comr. Bonanno requested the Chief to map out his training for 2023 for budgeting purposes.

Chairman Ciancio discussed that all members should have department issued helmet shields and not purchase them on their own; discussed that mutual aid agreements cannot be changed without talking to the Board about it.

Comr. McCarthy reported TJ Nethercott Oil suggested replacing the heating unit for the meeting room; 1/18 zoom meeting with Seagrave on their price increase to move forward with building the 2 engines; E83 shift pad ordered; siren at district building is moving forward; had U33 and the district vehicle serviced and inspected; all hose has been received; Annual Meeting 5/17-5/20 at a cost of \$550.00 per person.

Comr. Sciliano reported he received pricing for \$160.00 per person at Knollwood Country Club for the Inspection on September 9, 2023.

Comr. Deegan reported the 2022 Service Award points have been posted at each company; will review and then discuss with the Board the proposal from KD Systems, Inc. for phase 2 of the technology upgrades.

Comr. Bonanno reported McNeil will be able to complete a PESH survey; members who qualify for the accident insurance will begin receiving calls from the insurance company to set up their account; asked Captains of each company to give the names of 3 active members who need new uniforms; discussed dead spots around the Grasslands campus and how to remedy it.

Chairman Ciancio reported trunk radios are now complete with mics and chargers; has not received a response from Commissioner Wishnie on the Grasslands survey; all additional documentation requested for the Grasslands money has been submitted; need physicals from Tabb and Scott for 2022 to be complete; cascade system requires replacing; suggested purchasing a pallet of speedy dry and several cases of flares to replace those used at a car accident call recently; all ground radios have a May-day button but it is not recommended to activate it; asked for a date to schedule a department meeting; 2/6 Commissioner workshop.

It was moved on a motion made by Comrs. McCarthy/Bonanno to authorize the Chief to schedule elevator training for 24 members at a cost of \$4,750.00. MC.

It was moved on a motion made by Comrs. Deegan/Bonanno to authorize 3 district officials attend the AFDSNY Annual Meeting 5/17-5/20 at Turning Stone at a cost of \$550.00 per person. MC.

It was moved on a motion made by Comrs. McCarthy/Bonanno to hold the inspection on September 9 at Knollwood Country Club at a cost of \$160.00 per person. MC.

It was moved on a motion made by Comrs. Sciliano/Deegan to authorize 3 active members from each company to be fitted for new uniforms. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to publish a legal notice for \$250,000.00 for the cost increase on the 2 engines per a letter from Seagrave. MC.

2483 commented that Tabb has completed his physical, unsure about Scott; asked how to go about changing the equipment mounting system on E84.

With no other business to come before the Board of Fire Commissioners, it was moved on a motion made by Comrs. Sciliano/Deegan to adjourn the meeting at 9:19pm. MC.

Respectfully submitted,

Kristen Ciano
District Secretary-Treasurer