

Special Meeting of the Valhalla Board of Fire Commissioners for January 10, 2018

The Special End of the Year Meeting (12/31/17) of the Board of Fire Commissioners of the Valhalla Fire District for 2017 was convened by Chairman McCarthy at 7:30pm.

In attendance was Chairman McCarthy, Comrs. Deegan, Ciancio, Bonanno, Sciliano, A/C Bratton Butler and Secretary-Treasurer Ciancio.

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

It was moved on a motion made by Comrs. Deegan/Sciliano 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 #5072 & 5073 as the payee is his daughter.

**CHECKS:**

dm	US Treasury	\$1,195.62
dm	NYS Dept of Tax & Finance	230.34
5072	Kristen Ciancio	1,060.51
5073	Kristen Ciancio	1060.49
5074	Con Edison	330.45
5075	Dean Huszar	82.00
5076	Mt. Pleasant Highway Department	414.77
5077	AAA Emergency Supply Co.	2,826.98
5078	Berger Hardware	7.62
5079	Cablevision	236.46
5080	Cardmember Services	852.32
5081	Comptroller	333.42
5082	Firematic Supply Co.	267.22
5083	Hawthorne FD	535.80
5084	Hummel & Butler CPAs	475.00
5085	M. Felice Landscaping	2,948.00
5086	Nextel Communications	<u>238.63</u>
5087	NYPMG Hudson Valley	2,687.00
5088	Silvio's	34.00
5089	The Journal News	102.00
5090	Young, Fenton, Kelsey & Brown	484.50
5091	NYPMG Hudson Valley	3,377.00
5099	FD Security Systems	3,695.50
5100	Independent Fire Co.	10,346.25
5101	Valhalla Fire Co #1	<u>10,646.25</u>
		\$44,468.13

**STATUS OF ACCOUNTS (as of 12/31/16):**

Regular Checking	\$ 17,015.52
Fire District Money Market	\$ 140,104.25
Capital Reserve Checking	\$ 3,797.06
Capital Reserve Money Market	\$1,828,996.45
Building Reserve Money Market	\$ 188,977.91
Repair Reserve Money Market	\$ 14,052.69
TOTAL:	\$2,192,943.88

**PRIVATE PURPOSE TRUST:**

Service Award Program – DBP	\$ 971,578.67
Service Award Program – DCP	\$ 467,452.47
TOTAL	\$1,439,031.14

**TRANSFERS:**

TO:           Checking Acct #8388546  
FROM:        Money Market Acct #8388562                   \$45,000.00

**BUDGET CODE CHANGE ORDER:**

<b>BUDGET CODE #</b>	<b>AMOUNT</b>
1510-1511 – DEPT STATIONARY	(\$500.00)
1520 – COMPUTER EXPENSES	\$500.00
1520 – DIST STATIONARY	(\$500.00)
1600 – INSTALLATION DINNERS	\$500.00
1540-1543 – SUPPLIES	(\$200.00)
1620 – LEGAL NOTICES	\$200.00
1017-1029 – CELL PHONES	\$225.00
1040-1048 – PAGERS	(\$225.00)
2010-2014 – PURCHASE NEW EQUIP	(\$7,500.00)
2020-2027 – REPAIR EXISTING EQUIP	\$7,500.00
2510-2513 – INSPECTION	\$250.00
2520-2521 – PARADES	(\$500.00)
2550 – FIRE PREVENTION	\$250.00
4003 – GROUP LIFE	(\$250.00)
4004 – ACCIDENT & HEALTH	\$250.00

6004 – ATTORNEY	(\$2,200.00)
6080 – SNOW PLOWING	\$2,500.00
6090 – LAWN MAINTENANCE	(\$300.00)
6030 – FICA	(\$150.00)
6050 – SERVICE AWARD ADMIN	\$50.00
6065 – FINANCIAL SERVICES	\$100.00
6530-6532 – REFRESHMENTS	(\$1,375.00)
6550-6552 – BOOKS/PUBLICATIONS	(\$500.00)
6570-6573 – MGMT SEMINARS	(\$625.00)
6580-6582 – TRAINING PROGRAMS	\$2,500.00
7020-7029 – APPARATUS SUPPLIES	\$500.00
7030-7039 – APPARATUS REPAIRS	(\$500.00)
7530 – HQ SUPPLIES	\$1,000.00
7540 – HQ WATER/SEWER	\$250.00
7550 – HQ GAS	(\$1,250.00)

It was moved on a motion made by Comrs. Ciancio/Deegan to move the entire \$45,000.00 from the Grasslands Contract to the Capital Reserve Fund in June 2018. MC.

It was moved on a motion made by Comrs. Bonanno/Deegan that the budget transfers be adopted as recommended by the internal auditor. MC.

It was moved on a motion made by Comrs. Bonanno/Ciancio to accept the Chief's Report as read. MC. Activity Report for 2017: 391 alarms for 3,832 man hours; 57 drills for 2,012.5 man hours; 24 meetings for 940 man hours; 4 trainings for 14 man hours; 144 misc. for 2,571.5 man hours; 15 stand-bys for 449.5 man hours; 13 fire preventions for 155 man hours. TOTAL: 9,974.5 man hours.

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 10, 2018, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$153,864.59 from the balance of the 2017 General Fund, inclusive of the Grasslands Contract money for 2017 to the Capital Reserve Fund in July 2018. This motion was made by Comr. Deegan, seconded by Comr. Ciancio. MC.

This motion was made by Commissioner McCarthy, 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 10<sup>th</sup> of January 2018.

It was moved on a motion made by Comrs. Sciliano/Deegan that the Special End of Year Meeting be adjourned at 7:56pm.

Respectfully submitted,

Kristen Ciancio  
Secretary-Treasurer

Organizational Meeting of the Valhalla Board of Fire Commissioners for  
January 10, 2018

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2018 was held on January 10, 2018 and convened by Secretary-Treasurer Ciancio at 7:56pm. Secretary-Treasurer Ciancio administered the Oath of Office to re-elected Commissioner Deegan. It was moved on a motion made by Comrs. Bonanno/Deegan that Comr. Ciancio serve as Chairman and Comr. Bonanno as Vice Chairman. MC.

It was moved on a motion made by Comrs. Deegan/Bonanno to appoint Kristen Ciancio District Secretary-Treasurer and RMO for 2018 at an annual salary of \$41,500.00. 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/Bonanno that William N. Young, Jr. of the law firm Young, Fenton, Kelsey & Brown, PC, represent the Valhalla Fire District for 2018 at a cost of \$750.00. MC.

It was moved on a motion made by Comrs. Deegan/Bonanno that The Journal News be designated the official newspaper of the Valhalla Fire District for 2018. MC.

It was moved on a motion made by Comrs. Sciliano/Bonanno that Orange Bank & Trust be the depository of bank accounts of the Valhalla Fire District for 2018. MC.

It was moved on a motion made by Comrs. Sciliano/Bonanno 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 NY Presbyterian Medical Group of Hudson Valley (formerly Columbia Doctors) is designated as the District's physician and Health Care Facility for 2018, pending investigation of other facilities. MC

It was moved on a motion made by Comrs. Ciancio/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 2017 at a cost of \$13,000.00. MC.

It was moved on a motion made by Comrs. Bonanno/Ciancio to appoint Hummel & Butler, CPAs as internal auditor and financial consultant for the year 2017 at a cost not to exceed \$8,240.00. 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. Deegan/Bonanno 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 1-79. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano to appoint Jerry Heaton of Harbridge Consulting as Actuary for the Service Award Program for the year 2018 at a cost not to exceed \$4,050.00, MC.

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

It was moved on a motion made by Comrs. Deegan/Ciancio 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 2018 at a cost of \$1,100.00. 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, 2018. 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. Bonanno/Ciancio 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/Bonanno to approve annual registration of District domain name [www.valhallafd.org](http://www.valhallafd.org). MC.

It was moved on a motion made by Comrs. Deegan/Bonanno to review and accept leases and contracts: computer contract, security system, dispatch system, 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. Bonanno/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 \$.545 for 2018. MC.

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

It was moved on a motion made by Comrs. Sciliano/Bonanno 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 8:08pm. MC.

Respectfully submitted,  
Kristen Ciancio  
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 11, 2017

The regular monthly meeting of the Board of Fire Commissioners for January 11, 2017 was convened by Chairman McCarthy at 8:08pm.

In attendance was Chairman Ciancio, Comrs. McCarthy, Deegan, Bonanno, Sciliano, AC Bratton 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 13, 2017 pending one change. MC.

Correspondence: 1) A letter from State Senator Terrance Murphy on eliminating the monthly rent Independent Fire Co. pays to the state for the parking lot across from their building; 2) A letter from Independent Fire Co. on the officers for 2018; 3) A letter from Independent Fire Co. terminating Antonio Rosa in bad standing; 4) A letter from Independent Fire Co. on the resignation of Terry Nethercott.

Chairman Ciancio swore in the officers for both companies for 2018.

It was moved on a motion made by Comrs. Deegan/Bonanno to accept as read the Treasurer's Report, the bills submitted for payment be approved, and transfers executed. MC. Chairman Ciancio abstained from voting on check #5092 as this is his daughter.

**CHECKS:**

5092	Kristen Ciancio	\$120.00
5093	DeLage Landen Financial	196.00
5094	NYS Association of Fire Chiefs	175.00
5095	Progressive Computing	1,076.40
5096	Young, Fenton, Kelsey & Brown	<u>750.00</u>
		\$2,317.40

**STATUS OF ACCOUNTS:**

Regular Checking	\$ 14,698.12
Fire District Money Market	\$ 140,104.25
Capital Reserve Checking	\$ 3,797.06
Capital Reserve Money Market	\$1,828,996.45
Building Reserve Money Market	\$ 188,977.91
Repair Reserve Money Market	<u>\$ 14,052.69</u>
TOTAL:	\$2,190,626.48

**SERVICE AWARD PROGRAM:**



Service Award Program – DBC	\$ 956,579.09
Service Award Program – DCP	\$ 467,452.47
TOTAL:	<u>\$1,424,031.56</u>

It was moved on a motion made by Comrs. Sciliano/Bonanno to accept the Chief's Report as read. MC. Activity Report for December 2017: 37 alarms for 395 man hours; 4 drills for 113 man hours; 2 meetings for 74 man hours; 22 misc. for 631.5 man hours. TOTAL: 1,213.5 man hours.

AC Bratton reported 12/18 the department received mutual aid for a structure fire at 140 Bradhurst Ave – thank you letters were sent to mutual aid departments; parking issues remain at WCM by Macy Pavilion and need to be reported; Santa visits were a success, as was the Santa Tracker app; 4<sup>th</sup> quarter Grasslands report completed and submitted to DES; 1/9 provided mutual aid FAST to Elmsford; 2482 checked on Knox box at Pepsico 100 Stevens Ave; 2482 completed 2017 state fire reports; requested 12 spots for the Elmsford Seminar .

Chairman Ciancio commended the Chiefs on how organized the department was when responding to 140 Bradhurst Ave and thanked the Chiefs for their continued dedication to the department by serving high ranking officers twice.

Comr. McCarthy reported the annual inspection of the locks and key fob system at all buildings was complete with one repair done at VFC #1; construction of new Engine is on track and another inspection will be scheduled for May; spoke to Mt. Pleasant Water Dept. on water main break in Valhalla Park – water mains project will take place 2020-21; received pricing from Clean Air Systems on broken drop at VFC #1 and cost to update 4 systems would be \$4,314.60; approved purchases for VFC #1 of new equipment per the list provided by the Captain.

Chairman Ciancio thanked Comrs. McCarthy and Deegan for their assistance and support during 2017 for several projects, including the Hurricane Fund Drive; thanked the officers of both companies for their time and service to the department and community; discussed difficulty the apparatus has gaining access to the driveway of WMC and suggested a letter is written to WC PD and the hospital administration on controlling traffic and parking during an incident; fuel at Hawthorne FD pumps is in liters not gallons; the District will host the WCAFD meeting 1/24; AED/CPR course will be held 3/26; commended members with EMT certification during a call in Elmsford where their training saved a patient having a serious asthma attack; received a response from NYS on requesting money for new equipment and/or apparatus and was granted \$50,000.00 only to be used for new rescue equipment

Comr. Deegan confirmed all investments placed into funds per Cheryl Johnson's recommendation; \$15,000.00 residual service award funds check has been signed and will be invested; 2017 Service Award certification has begun; the Board will meet with

Penflex 1/11; the technology upgrade was delayed due to equipment delivery issues; working with Manny on solution to members unable to record their attendance.

Comr. Bonanno reported members were measured for uniforms 1/10; completed and inventory of badges and helmet shields and will order as necessary.

Comr. Sciliano reported the highest bidder for the sale of E84 was \$38,000.00 and was rejected; Village of Larchmont offered \$40,000.00, will be discussed at next workshop 1/16.

It was moved on a motion made by Comrs. Sciliano/Deegan to authorize 12 members to attend the Elmsford Seminar on at a cost of \$40.00 per person. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to terminate Antonio Rosa in bad standing and to contact the attorney if any district/department equipment is not returned. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to accept the resignation of Terry Nethercott, with regret. MC.

It was moved on a motion made by Comrs. McCarthy/Sciliano to authorize the repairs and upgrade of the exhaust systems by Clean Air Systems at a cost of \$4,314.60, pending a discussion with Joe Butler. MC.

It was moved on a motion made by Comrs. Bonnano/McCarthy that the District absorb the \$100.00 per month rental fee of the parking lot across from Independent Fire Co. MC.

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 9:26pm. MC.

Respectfully submitted,

Kristen Ciancio  
District Secretary-Treasurer