

Special Meeting of the Valhalla Board of Fire Commissioners for January 13, 2016

The Special End of the Year Meeting (12/31/15) of the Board of Fire Commissioners of the Valhalla Fire District for 2014 was convened by Chairman Deegan at 7:40pm.

In attendance was Chairman Hoffarth, Comr. Elect Bonanno, Comrs. Ciancio, McCarthy, Chief King, 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. McCarthy/Ciancio 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 #4295 and 4296 as the payee is his daughter.

CHECKS:

dm	US Treasury	\$1,174.47
dm	NYS Dept of Tax & Finance	226.22
4319	Cardmember Services	892.67
4320	Burke, Stephen	50.00
4321	DeLage Landen Financial Services, Inc.	196.00
4322	Grieco, Michael	1,148.00
4323	Hudson Valley Fire Equipment, LLC	2,517.75
4324	Hummel & Butler CPA's PC	460.00
4325	Huszar, Dean A.	118.00
4326	New England Uniform, LLC - Danbury	345.00
4327	Nextel Communications	229.26
4328	Open Systems Metro NY, Inc.	250.00
4329	Ruscon	1,401.05
4330	The Journal News	70.00
4331	Verizon 2839	31.65
4332	Young, Fenton, Kelsey & Brown PC	438.00
4295	Kristen M Ciancio	1,033.90
4296	Kristen M Ciancio	1,033.90
4335	AAA Emergency Supply Co.	8,883.21
4336	Auto Action	88.58
4337	Cardmember Services	193.34
4338	Ciancio, Kristen	120.00
4339	Columbia Doctors	5,881.00
4340	Comptroller	737.79
4341	Con Edison	170.40
4342	Corsi Tire	638.32
4343	De Campos, Fernanda	100.00

4344	DeLage Landen Financial Services, Inc.	196.00
4345	FD Security Systems, Inc.	483.50
4346	Firematic Supple Co., Inc.	1,007.54
4347	Hummel & Butler CPA's PC	460.00
4348	Independent Fire Company	10,137.50
4349	Mt. Kisco Truck & Auto Parts	13.99
4350	Mt. Pleasant Highway Department	339.85
4351	Mt. Pleasant Water Districts	208.05
4352	Nextel Communications	229.26
4353	Progressive Computing, Inc.	910.00
4354	The Journal News	104.00
4355	TZB Music	1,200.00
4356	Valhalla Fire Co #1	10,437.50
dm	US Treasury	1,174.47
dm	NYS Dept of Tax & Finance	226.22
		<u>\$55,556.39</u>

FINANCIAL REPORT (as of 12/31/15):

Balance Forward	\$12,230.40
Deposits	\$ 1,173.40
Transfers – GF	\$56,000.00
Vouchers (3921-3923)	<u>\$55,556.39</u>
Closing Balance	\$13,847.41

*Check #4333 & 4334 for January 2016 payroll

STATUS OF ACCOUNTS (as of 12/31/15):

Regular Checking	\$ 13,847.41
Fire District Money Market	\$ 132,753.96
Capital Reserve Checking	\$ 1,382.15
Capital Reserve Money Market	\$1,732,962.61
Building Reserve Money Market	\$ 170,473.78
Repair Reserve Money Market	<u>\$ 37,315.04</u>
TOTAL	\$2,088,734.95

PRIVATE PURPOSE TRUST:

Service Award Program – DBP	\$ 828,407.75
Service Award Program – DCP	<u>\$ 461,162.18</u>
TOTAL	\$1,289,569.93

TRANSFERS:

TO: Checking Acct #1003077801
FROM: Money Market Acct #1003078601 \$56,000.00

TO: Checking Acct #1003166901
FROM: Money Market Acct #1003079401 \$2,000.00

TO: Checking Acct #1003166901
FROM: Money Market Acct #1003079401 \$8,071.36

BUDGET CODE CHANGE ORDER:

BUDGET CODE #	AMOUNT
1010-1015 – Telephones (district)	(\$100.00)
1040-1048 Pagers	\$100.00
1030-1034 – Radios	\$1,300.00
2010-2014 – Purchase New Fire Equip	\$300.00
1550 – Computer Supplies	\$500.00
1590 – Clean Gear	\$1,500.00
1610 – Health	\$2,000.00
2010-2014 – Purchase New Fire Equip	(\$4,000.00)
2560 – Chief’s Reception	\$500.00
2570-2573 – Chief’s Conferences	(\$500.00)
6010 – Secretary Salary	\$100.00
6040 – Attorney	\$1,500.00
6065 – Financial Services	\$500.00
6080 – Snow Plowing	\$500.00
6095 – Technology	(\$2,6900.00)
6540 – Dues	\$1,000.00
6550-6552 – Books & Publications	\$500.00
6560-6563 – Management Seminars	(\$1,500.00)
7530 – 330 Columbus Ave Supplies	\$500.00
7553 – 330 Columbua Ave Gas	(\$500.00)

It was moved on a motion made by Comrs. McCarthy/Ciancio to move the entire \$45,000.00 from the Grasslands Contract to the Capital Reserve Fund in June 2016. MC.

It was moved on a motion made by Comrs. Ciancio/McCarthy that the budget codes be adopted as recommended by the internal auditor. MC.

It was moved on a motion made by Comrs. Ciancio/McCarthy to accept the Chief's Report as read. MC. Activity Report for 2015: 350 alarms for 4,004 man hours; 94 drills for 2,908.5 man hours; 26 meetings for 1,422 man hours; 17 trainings for 805 man hours; 116 misc. for 2,262.5 man hours; 18 stand-bys for 495.5 man hours; 8 fire preventions for 238 man hours. TOTAL: 12,134.5 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 13, 2016, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$147,601.37 from the balance of the 2015 General Fund, inclusive of the Grasslands Contract money for 2015 to the Capital Reserve Fund in July 2106. MC.

This motion was made by Comissioner McCarthy, seconded by Commissioner Ciancio, with the following Commissioners voting in the affirmative: Hoffarth, Ciancio and McCarthy.

This Resolution was adopted at the Special End of Year meeting of the Fire Commissioners, Valhalla Fire District, held on the 13th of January 2016.

It was moved on a motion made by Comrs. McCarthy/Ciancio that the Special End of Year Meeting be adjourned at 7:50pm.

Respectfully submitted,

Kristen Ciancio
Secretary-Treasurer

Organizational Meeting of the Valhalla Board of Fire Commissioners for
January 13, 2016

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2014 was held on January 13, 2016 and convened by Secretary-Treasurer Ciancio at 7:50pm. Secretary-Treasurer Ciancio administered the Oath of Office to newly elected Commissione Bonanno. It was moved on a motion made by Comrs. McCarthy/Ciancio that Comr. Deegan serve as Chairman and Comr. McCarthy as Vice Chairman. MC.

It was moved on a motion made by Comrs. McCarthy/Bonanno to appoint Kristen Ciancio District Secretary-Treasurer and RMO for 2016 at an annual salary of \$38,625.00. MC. Chairman Hoffarth administered the Oath of Office to Secretary-Treasurer of the Valhalla Fire District Kristen Ciancio. MC. Comr. Ciancio abstained from voting as this is his daughter.

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 2016 at a cost of \$1,500.00. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio that The Journal News be designated the official newspaper of the Valhalla Fire District for 2015. MC.

It was moved on a motion made by Comrs. Ciancio/Bonanno that Hudson Valley Bank be the depository of bank accounts of the Valhalla Fire District for 2016. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio 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. Bonanno/Ciancio that Columbia Doctors (formerly North Star Medical Group) is designated as the District's physician and health care facility for 2015, pending investigation of other facilities. MC

It was moved on a motion made by Comrs. Ciancio/McCarthy 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 2016 at a cost of \$12,000.00. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio to appoint Hummel & Butler, CPAs as internal auditor and financial consultant for the year 2016 at a cost not to exceed \$9,045.00. MC.

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

It was moved on a motion made by Comrs. McCarthy/Ciancio to reaffirm all existing resolution 1-77. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio to appoint Jerry Heaton of Harbridge Consulting as Actuary for the Service Award Program for the year 2016 at a cost not to exceed \$4,050.00. MC.

It was moved on a motion by Comrs. McCarthy/Ciancio to table the appointment of Committees until the February meeting and further review by Chairman Deegan. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio to review all fire hydrant leases. MC.

It was moved on a motion made by Comrs. Ciancio/McCarthy that all Fire Commissioner 'Related Party Questionnaires' have been filed with the District's external auditor. MC.

It was moved on a motion made by Comr. McCarthy/Ciancio that Appraisal Affiliates be hired to maintain the District's fixed asset inventory for 2016 at a cost of \$1,100.00. MC.

It was moved on a motion made by Comrs. Bonanno/McCarthy for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 28, 2016. MC.

It was moved on a motion made by Comrs. McCarthy/Bonanno to appoint Safety Officers for Independent Fire Company and VFC #1 as Jimmy Stone and RJ Martell, Jr. pending completion of the Safety Officer's course respectively. MC 3-1 with Comr. Hoffarth voting in the negative.

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

It was moved on a motion made by Comrs. McCarthy/Bonanno to review and accept leases and contracts: computer contract, security system, dispatch system, generator, Cablevision, Alpine Software, 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/Ciancio to review and accept the Treasurer's bond. MC.

It was moved on a motion by Comrs. McCarthy/Ciancio to accept the IRS mileage reimbursement rate of \$.54. MC.

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

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

With no other business to come before the Board, it was moved on a motion made by Comrs. McCarthy/Ciancio that the Organizational Meeting be adjourned at 8:12pm. MC.

Respectfully submitted,
Kristen Ciancio
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 13, 2016

The regular monthly meeting of the Board of Fire Commissioners for January 13, 2016 was convened by Commissioner Hoffarth at 8:12pm.

In attendance was Comrs. Bonanno, Ciancio, Hoffarth, McCarthy, Oudheusden, Chief King, and Secretary-Treasurer Ciancio.

It was moved on a motion made by Comrs. McCarthy/Ciancio to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 9, 2015 pending one change. MC.

Correspondence: 1) A letter from VFC #1 on the 2016 company Officers; 2) A letter from VFC #1 on the resignation of Andrew Groenewegen.

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

CHECKS:

4357	AFDSNY	\$500.00
4358	Hoffarth, Ken	10.00
4359	Young, Fenton, Kelsey & Brown PC	1,500.00
4360	Global Tracking Communications	199.92
4361	Mt. Pleasant Highway Department	431.40
4362	TJ Nethercott Oil & Gas Heat Service	522.15
4363	NYS DOT	100.00
		<u>\$3,263.47</u>

FINANCIAL REPORT:

Balance Forward	\$ 13,847.41
Transfers – GF	<u>\$ 3,263.47</u>
Closing Balance	\$ 10,583.94

STATUS OF ACCOUNTS:

Regular Checking	\$ 10,583.94
Fire District Money Market	\$ 132,753.96
Capital Reserve Checking	\$ 1,382.15
Capital Reserve Money Market	\$1,732,962.61
Building Reserve Money Market	\$ 170,473.78
Repair Reserve Money Market	<u>\$ 37,315.04</u>
TOTAL:	\$2,085,471.48

SERVICE AWARD PROGRAM:

Service Award Program – DBC	\$ 818,884.93
Service Award Program – DCP	<u>\$ 456,202.52</u>
TOTAL:	\$1,275,087.45

It was moved on a motion made by Comrs. McCarthy/Bonanno to accept the Chief's Report as read. MC. Activity Report for December 2015: 24 alarms for 208 man hours; 13 drills for 316 man hours; 2 meetings for 82 man hours; 18 misc. for 339.5 man hours. TOTAL: 945.5 man hours.

Chief King reported the members from both Companies participated in the annual Santa visits and tree lighting ceremonies; bailout trailer was on-site for three nights, but rained out for one; TL49 is out of service for repairs; the department was on call for NWP in December; the Department will not host the Mt. Pleasant Chief's meeting this year; TL49, R9 and E83 will be designated as mutual aid apparatus; thanked the Board for an enjoyable 2015 and looks forward to 2016.

Comr. McCarthy reported majority of VFC #1 Captain's wishlist items have been received with the exception of the hose which is on backorder; watermain project on Legion Drive is progressing; Ruscon is working on three pumps identified during the pump test; requested the District host the March 23rd Association of Fire Districts of Westchester County meeting.

Comr. Ciancio reported 2482 was repaired and inspected; TL49 passed testing but requires many and the rear outer tire was replacement; R9 auto-eject is not ejecting when the truck starts; three RIT packs for VFC #1 are out of service; proposed a picnic for members on June 4th.

Comr. Hoffarth reported the PILOT check from the Town was received; 4th quarter report sent to DES; all members completed physicals for 2015.

It was moved on a motion made by Comrs. Bonanno/McCarthy to table the out of district fire squad application. MC.

It was moved on a motion made by Comrs. McCarthy/Bonanno to authorize a \$500 deposit be submitted to Sunset Cove for a Member Appreciation brunch. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio to authorize up to 8 members attend Bail-out Trainer Course at a cost of \$1,950.00. MC.

It was moved on a motion made by Comrs. Bonanno/McCarthy to authorize Independent Fire Co. use of the truck room for Boy Scout tour on 1/20. MC.

It was moved on a motion made by Comrs. Ciancio/McCarthy to withdraw \$5,500.00 from the Repair Reserve Fund for repairs necessary for TL49. MC.

It was moved on a motion made by Comrs. Ciancio/Bonanno to purchase a plaque for Ex-Commissioner Oudheusden. MC.

With no other business to come before the Board of Fire Commissioners, it was moved on a motion made by Comrs. McCarthy/Deegan to adjourn the meeting at 8:56pm. MC.

Respectfully submitted,

Kristen Ciancio
District Secretary-Treasurer