

Special Meeting of the Valhalla Board of Fire Commissioners for January 14, 2015

The Special End of the Year Meeting (12/31/14) 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 Deegan, Comr. Elect Ciancio, Comrs. Hoffarth, McCarthy, Oudheusden, Chiefs King and Moschetto, 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. Oudhesuden/Hoffarth to accept as read the Treasurer's report, that bills submitted for payment be approved and transfers executed.  
MC.

**CHECKS:**

3893	Kristen M Ciancio	1,209.29
3894	Kristen M Ciancio	1,209.30
3921	Con Edison	277.67
3922	Verizon 2839	30.20
3923	Cablevision	208.85
3926	VOID	0.00
3927	Nextel Communications	539.88
3929	AAA Emergency Supply Co.	358.63
3930	American Express	663.73
3931	Cardmember Services	395.69
3932	Charles Stotz, Inc.	241.26
3933	Columbia Doctors Medical Group	180.00
3934	Comptroller	300.33
3935	De Campos, Fernanda	100.00
3936	Hummel & Butler CPA's PC	460.00
3937	Huszar, Dean A.	36.00
3938	Kohany Jr, Michael	9.90
3939	Mt. Kisco Truck & Auto Parts	17.86
3940	Mt. Pleasant Water Districts	7.10
3941	Palmerini, Michael	165.00
3942	Roosa, Arthur	250.00
3943	Silvios	28.72
3944	Staples	100.23
3945	The Journal News	64.00
3946	The Trustees of Columbia University	1,365.00
3947	Tremont Offset, Inc.	95.00
3948	Young, Fenton, Kelsey & Brown PC	580.50
3959	The Home Depot	40.16

dm	US Treasury (12/15/14)	908.47
dm	New York State Tax Department (12/15/14)	141.13
dm	US Treasury (12/31/14)	908.47
dm	New York State Tax Department (12/31/14)	141.13
		<u>11,033.49</u>

**FINANCIAL REPORT (as of 12/31/14):**

Balance Forward	\$ 7,993.86
Deposits	\$ 1,418.24
Transfers – GF	\$ 9,000.00
Vouchers (3921-3923)	\$ 516.72
Vouchers (3926-3927)	\$ 539.88
Vouchers (3929-3948 & 3959)	\$ 7,558.30
EFT Payroll	<u>\$ 2,418.59</u>
Closing Balance	\$ 7,378.61

\*\* Check #3924, 3925, 3928 are in 2015

**STATUS OF ACCOUNTS (as of 12/31/14):**

Regular Checking	\$ 7,378.61
Fire District Money Market	\$ 123,468.92
Capital Reserve Checking	\$ 1,140.39
Capital Reserve Money Market	\$1,551,962.94
Building Reserve Money Market	\$ 199,004.41
Repair Reserve Money Market	<u>\$ 37,296.43</u>
TOTAL	\$1,920,251.70

**PRIVATE PURPOSE TRUST:**

Service Award Program – DBP	\$ 769,881.14
Service Award Program – DCP	<u>\$ 460,000.57</u>
TOTAL	\$1,229,881.371

**TRANSFERS:**

TO:	Checking Acct #1003077801	
FROM:	Money Market Acct #1003078601	\$9,000.00
TO:	Checking Acct #1003166901	
FROM:	Money Market Acct #1003079401	\$7,000.00

**BUDGET CODE CHANGE ORDER:**

<b>BUDGET CODE #</b>	<b>AMOUNT</b>
1017-1029 – Cell Phones	\$100.00
1030-1034 – Radios	\$2,400.00
1610 – Health (physicals)	(\$2,500.00)
1550 – Computer Expenses	\$300.00
1540-1543 – Supplies	(\$300.00)
2020-2027 – Repair Existing Hand Equip.	\$1,000.00
2050 – Clean Gear	(\$1,000.00)
2510-2513 – Inspection	\$2,500.00
2570-2573 – Chief’s Conferences	(\$2,500.00)
4003 – Group Life Insurance	\$3,500.00
4005 – Employee Health Insurance	(\$3,500.00)
6020 – Appraiser	\$500.00
6040 – Attorney	(\$500.00)
6101 – Valhalla Hydrants	\$1,500.00
6104 – Pleasant Ridge Hydrants	\$150.00
6510-6516 – Uniforms & Badges	(\$1,650.00)
6540 – Dues	\$200.00
6550-6552 – Books & Publications	\$500.00
6570-6573 – Management Seminars	(\$700.00)

It was moved on a motion made by Comrs. McCarthy/Oudheusden to move the entire \$45,000.00 from the Grasslands Contract to the Capital Reserve Fund in June 2015. MC.

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

It was moved on a motion made by Comrs. Hoffarth/McCarthy to accept the Chief’s Report as read. MC. Activity Report for 2014: 331 alarms for 5,353 man hours; 69 drills for 2,427 man hours; 24 meetings for 994 man hours; 20 trainings for 553 man hours; 136 misc. for 2,245.5 man hours; 40 stand-bys for 483 man hours; 13 fire preventions for 185 man hours. TOTAL: 12,240.5 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 14, 2015, authorizes the Treasurer of

the Valhalla Fire District to transfer the amount of \$124,978.93 from the balance of the 2014 General Fund, inclusive of the Grasslands Contract money for 2014 to the Capital Reserve Fund in July 2015. MC.

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

This Resolution was adopted at the Special End of Year meeting of the Fire Commissioners, Valhalla Fire District, held on the 14<sup>th</sup> of January 2015.

It was moved on a motion made by Comrs. Hoffarth/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 14, 2015

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2014 was held on January 14, 2015 and convened by Secretary-Treasurer Ciancio at 7:50pm. Secretary-Treasurer Ciancio administered the Oath of Office to newly elected Commissioner. Ciancio. It was moved on a motion made by Comrs. Deegan/Oudheusden that Comr. Hoffarth serve as Chairman. MC.

It was moved on a motion made by Comrs. Oudheusden/McCarthy to appoint Kristen Ciancio District Secretary-Treasurer and RMO for 2015 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/Deegan that William N. Young, Jr. of the law firm Young, Fenton, Kelsey & Brown, PC, represent the Valhalla Fire District for 2015 at a cost of \$1,500.00. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan 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/Oudhesuden that Hudson Valley Bank be the depository of bank accounts of the Valhalla Fire District for 2014. 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. Deegan/Ciancio that North Star Medical Group is designated as the District's physician and health care facility for 2015, pending investigation of other facilities. MC 4-1 with Comr. McCarthy voting in the negative.

It was moved on a motion made by Comrs. Deegan/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 2015 at a cost of \$11,500.00. MC.

It was moved on a motion made by Comrs. Oudheusden/Ciancio to appoint Hummel & Butler, CPAs as internal auditor and financial consultant for the year 2014 at a cost not to exceed \$9,045.00. MC.

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

It was moved on a motion made by Comrs. Deegan/Ciancio to reaffirm all existing resolution 1-73. 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 2015 at a cost not to exceed \$4,050.00. MC.

It was moved on a motion by Comrs. Deegan/Oudheusden to accept the appointment of Committees. 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. Deegan/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 2015 at a cost of \$1,100.00. MC.

It was moved on a motion made by Comrs. Deegan/Oudhesuden for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 28, 2015. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to appoint Safety Officers for Independent Fire Company and VFC #1 as Daniel Lester and Richard Brown respectively. MC.

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. Deegan/Oudheusden 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. McCarthy/Deegan 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 arrive. MC.

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

It was moved on a motion by Comrs. Oudheusden/Ciancio to accept the IRS mileage reimbursement rate of \$.575. MC.

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

It was moved on a motion made by Comrs. Ciancio/Oudheusden 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. Deegan/Ciancio that the Organizational Meeting be adjourned at 8:07pm. MC.

Respectfully submitted,  
Kristen Ciancio  
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 14, 2015

The regular monthly meeting of the Board of Fire Commissioners for January 14, 2015 was convened by Chairman Deegan at 8:07pm.

In attendance was Chairman Deegan, Comrs. Ciancio, Hoffarth, McCarthy, Oudheusden, Chiefs King, and Secretary-Treasurer Ciancio.

It was moved on a motion made by Comrs. Deegan/Oudheusden to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 10, 2014 pending 1 change. MC.

Correspondence: 1) A letter from Dave Guiliano requesting reimbursement of the EMS course upon completion; 2) A letter from VFC #1 on the 12 Service Award points awarded to Officers annually; 3) A letter from VFC #1 on the 2015 company Officers; 4) A donation from Kensico Cemetary; 5) A donation from Kensico Italian American Society; 6) 2015 Legal Services Contract from Young, Fenton, Kelsey & Brown; 7) A letter from VFC #1 on the termination of membership of James Fulgenzi.

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. Comr. Ciancio abstained from voting on check #3951 as that is his daughter.

**CHECKS:**

3928	Verizon 2839	30.25
3949	AFDSNY	0.00
3950	Berger Hardware	101.12
3951	Ciancio, Kristen	120.00
3952	Grainger	151.88
3953	Moschetto, Vincenzo	123.37
3954	NYS DOT	100.00
3955	Progressive Computing, Inc.	910.00
3956	The City of New York	25.00
3957	Xerox Corporation	373.95
3958	Young, Fenton, Kelsey & Brown PC	1,500.00
3960	AFDSNY	375.00
3961	AFDSNY	250.00
		<u>250.00</u>
		\$4,060.57



**FINANCIAL REPORT:**

Balance Forward	\$ 7,378.61
Transfers – GF	\$ 4,000.00
Vouchers (3928)	\$ 30.25
Vouchers (3950-3958)	\$ 3,405.32
Vouchers (3960-3961)	<u>\$ 625.00</u>
Closing Balance	\$ 7,318.04

**STATUS OF ACCOUNTS:**

Regular Checking	\$ 7,318.04
Fire District Money Market	\$ 119,468.92
Capital Reserve Checking	\$ 1,140.39
Capital Reserve Money Market	\$1,551,962.94
Building Reserve Money Market	\$ 199,004.41
Repair Reserve Money Market	<u>\$ 37,296.43</u>
TOTAL:	\$1,916,191.13

**SERVICE AWARD PROGRAM:**

Service Award Program – DBC	\$ 779,880.98
Service Award Program – DCP	<u>\$ 457,630.58</u>
TOTAL:	\$1,237,511.56

**TRANSFERS:**

TO: Checking Acct #1003077801  
FROM: Money Market Acct #1003078601 \$3,000.00

TO: Checking Acct #1003166901  
FROM: Money Market Acct #1003079401 \$6,000.00

It was moved on a motion made by Comrs. McCarthy/Ciancio to accept the Chief's Report as read. MC. Activity Report for December 2014: 28 alarms for 289 man hours; 5 drills for 186 man hours; 2 meetings for 80 man hours; 16 misc. for 153.5 man hours. TOTAL: 708.5 man hours.

Chief King reported the Department responded to Thornwood for a mutual aid call; TL-49 responded to a mutual aid call at Fairview; requested permission for 10 members to attend Elmsford Seminar; Installation Brunch 2/22; several alarms at EF Academy – they will be fined; 1/20 Officer's meeting; 2481 radio shipped out for repair; 6/13 Inspection Dinner; 2014 State reports completed and sent to OFPC; 55 Hammond House Rd is vacant; welcomed new Commissioners.

Comr. McCarthy reported Clean Air installed exhaust systems at both companies but repairs are required, hold check payment; expressed displeasure with the new gear purchasing specs.

Comr. Ciancio reported he contacted Ruscon on R9 steering wheel leak; did not order AED because AED/CPR course is due; met with vendors on new Rescue; gear cleaning will begin in March; requested info on bottles.

Comr. Deegan reported he will meet with Progressive Computers in Feb. to review status of the District's technology equipment; Service Award reports to be redistributed to both companies to reflect Officer points.

Comr. Oudheusden reported he is getting pricing on new sign for outside District building; contacted vendors on a new back door for District building; developing new member application procedure document.

Comr. Hoffarth reported he is working on an RFP with insurance broker for a property and casualty policy; preparing for District audit; will attend a meeting at the County Center on the tax freeze.

Based upon a recommendation of Comr. Oudheusden and on a motion made by Comrs. Oudheusden and Deegan that \$15,000.00 be withdrawn from the Building Reserve account by permissive referendum for the outside sign (\$7,500.00) and new door (\$7,500.00) at District Headquarters. MC.

Based upon a recommendation of Comr. Ciancio and on a motion made by Comrs. McCarthy and Deegan the Rescue 9 Committee will move forward and report their progress to the Board of Fire Commissioners no later than the June Board meeting. MC.

Based upon the recommendation of Comr. McCarthy and on a motion made by Comrs. Ciancio and Deegan the Board authorizes a Research Committee for the investigation of a tanker/pumper and a report to be provided by the Board no later than the June Board meeting. MC.

Based on a recommendation of Comr. Oudheusden and on a motion made by Comrs. McCarthy and Ciancio the Membership Chairman will develop a letter to both Company Presidents on the proper membership procedures. MC.

Based on a recommendation of Comr. Ciancio and on a motion made by Comrs. Ciancio and McCarthy, they will research other Junior Corps programs. MC.

Based on a recommendation of Comr. Hoffarth and on a motion made by Comrs. Deegan and Ciancio the Board will develop an RFP for the Property and Casualty policies to be returnable by the March Meeting. MC.

Based on a recommendation of Comr. Deegan and on a motion made by Comrs. Deegan and McCarthy the paper drill sheets must be submitted to the Fire District within 72 hours of the drill or they will not be accepted. MC.

Based on a recommendation of Comr. Hoffarth and on a motion made by Comrs. Ciancio and McCarthy the Board agrees to authorize a Junior Corps member to be issued a pager if they have completed Firefighter I. MC.

Based on a recommendation of Comr. Oudheusden and on a motion made by Comrs. Oudheusden and McCarthy the Board of Fire Commissioners rejects the membership applications of Anthony Hughes since he does not live in the District or an adjoining district. MC.

Based on a recommendation of Comr. Oudheusden and on a motion made by Comrs. Deegan and Oudhesuden the Board has terminated the membership of Claire Pozzuto as she is not a volunteer in a neighboring district and her application does not conform to General Municipal Law 209-L. MC.

Based on a recommendation of Comr. Deegan and on a motion made by Comrs. Ciancio and Oudheusden that Jason Vigiletti's probationary period be extended for another 18 months in order that he can complete Firefighter I and the District will assist him in his contact with DES. MC.

It was moved on a motion made by Comrs. Oudheusden/Deegan to terminate Frank Stone in bad standing. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to authorize Comrs. Ciancio and Oudheusden to attend Commissioner Training Course on 1/31 at a cost of \$125.00 each. MC.

It was moved on a motion made by Comrs. Deegan/Oudheusden to authorize \$35.00/person and \$500.00 deposit be sent to Sunset Cove for the Installation Brunch on 2/22 with the balance to be paid the day of the brunch. 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 9:24pm. MC.

Respectfully submitted,

Kristen Ciancio  
District Secretary-Treasurer