

Special Meeting of the Valhalla Board of Fire Commissioners for January 11, 2017

The Special End of the Year Meeting (12/31/16) of the Board of Fire Commissioners of the Valhalla Fire District for 2016 was convened by Chairman Hoffarth at 7:35pm.

In attendance was Chairman Deegan, Comrs. Ciancio, McCarthy, Bonanno, Sciliano Chief Lester, A/C Bratton, Financial Consultant 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. Bonanno/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 #4725 as the payee is his daughter.

CHECKS:

dm	US Treasury	\$1,174.48
dm	NYS Dept of Tax & Finance	225.77
4725	Kristen Ciancio	\$1,034.14
4726	AAA Emergency Supply Co.	2,142.10
4727	Cablevision	236.19
4728	Charles Stotz, Inc.	21.00
4729	Columbia Doctors	3,864.00
4730	Comptroller	316.25
4731	Fernanda DeCampos	200.00
4732	Hummel & Butler CPAs	315.00
4733	Roger King	370.00
4734	Open Systems Metro	288.00
4735	Silvio's Ristorante	33.56
4736	Cardmember Services	300.56
4737	Nextel Communications	458.94
4738	Independent Fire Company	10,346.25
4739	Valhalla Fire Company #1	<u>10,646.25</u>
		\$31,972.49

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

Balance Forward	<u>\$18,165.18</u>
Closing Balance	\$18,165.18

*Closed account 1/6/17 – awaiting wire transfer

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

Regular Checking (SNB)	\$ 18,165.18
Regular Checking (OCB&T)	\$ 14,170.39

Fire District Money Market (SNB)	\$ 1,778.44
Fire District Money Market (OCB&T)	\$ 126,373.30
Capital Reserve Checking (SNB)	\$ 1,047.19
Capital Reserve Checking (OCB&T)	\$ 1,383.04
Capital Reserve Money Market (SNB)	\$1,724,826.31
Capital Reserve Money Market (OCB&T)	\$ 170,777.90
Building Reserve Money Market (SNB)	\$ 6.06
Building Reserve Money Market (OCB&T)	\$ 202,128.48
Repair Reserve Money Market (SNB)	\$ 1.13
Repair Reserve Money Market (OCB&T)	\$ <u>14,063.84</u>
TOTAL:	\$2,274,721.26

PRIVATE PURPOSE TRUST:

Service Award Program – DBP	\$ 879,575.33
Service Award Program – DCP	\$ <u>465,025.11</u>
TOTAL	\$1,344,600.44

TRANSFERS:

TO: Checking Acct #8388546
FROM: Money Market Acct #8388562 \$35,000.00

BUDGET CODE CHANGE ORDER:

<u>BUDGET CODE #</u>	<u>AMOUNT</u>
1030-1034 – Telephones – District	\$1,200.00
1040-1048 – Pagers	(\$1,200.00)
1510-1511 – Dept Stationary	(\$250.00)
1520 – Dist Stationary	(\$250.00)
1540-1543 – Supplies	\$500.00
1590 – Awards	(\$100.00)
1600 – Installation Dinner	\$100.00
2010-2014 – Purchase of New Fire Equip	(\$5,000.00)
2070-2027 – Repair of Existing Equip	\$5,000.00
2510-2513 – Inspection	(\$500.00)
2520-2521 – Parades	\$500.00
4001 – General Liability	(\$6,000.00)
4003 – Group Life	\$6,000.00

6010 – Secretary Salary	\$100.00
6040 – Attorney	(\$100.00)
6060 – Auditor	\$500.00
6065 – Financial Services	(\$500.00)
6530-6532 – Refreshments	\$500.00
6540 – Dues	(\$500.00)

Financial Consultant Joe Butler reported on the budget change code order; discussed sending surplus money to Ameriprise; discussed the Year End analysis; transfers completed to close all Sterling Bank accounts.

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 2017. MC. It was moved on a motion made by Comrs. Ciancio/McCarthy that the budget transfers be adopted as recommended by the internal auditor. MC.

It was moved on a motion made by Comrs. Sciliano/Ciancio to accept the Chief’s Report as read. MC. Activity Report for 2016: 356 alarms for 3,987 man hours; 78 drills for 2,431.5 man hours; 48 meetings for 954 man hours; 7 trainings for 267 man hours; 142 misc. for 2,131.5 man hours; 7 stand-bys for 267 man hours; 5 fire preventions for 143 man hours. TOTAL: 10,181 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 11, 2017, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$156,817.51 from the balance of the 2016 General Fund, inclusive of the Grasslands Contract money for 2016 to the Capital Reserve Fund in July 2017. This motion was made by Comr. McCarthy, seconded by Comr. Ciancio. MC.

This motion was made by Commissioner 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 11th of January 2017.

It was moved on a motion made by Comrs. Bonanno/Ciancio 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 13, 2016

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2017 was held on January 11, 2017 and convened by Secretary-Treasurer Ciancio at 7:56pm. It was moved on a motion made by Comrs. Ciancio/McCarthy that Comr. McCarthy serve as Chairman and Comr. Ciancio 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 2017 at an annual salary of \$39,500.00. MC. Chairman McCarthy administered the Oath of Office to the 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. Deegan/Bonanno that Rocco Buonassisi be appointed Deputy Treasurer for 2017. MC.

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 2017 at a cost of \$1,000.00. 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 2017. 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 2017. 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/Ciancio that Presbyterian (formerly Columbia Doctors) is designated as the District's physician and Health Care Facility for 2017, 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 2016 at a cost of \$12,500.00. 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 \$7,855.00. 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. Bonanno/Sciliano to reaffirm all existing resolution 1-77. MC.

It was moved on a motion made by Comrs. Deegan/Ciancio to appoint Jerry Heaton of Harbridge Consulting as Actuary for the Service Award Program for the year 2017 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 2017 at a cost of \$1,100.00. MC.

It was moved on a motion made by Comrs. Deegan/Ciancio for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 28, 2017. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano to appoint Safety Officer for Independent Fire Company as Jimmy Stone. MC.

It was moved on a motion made by Comrs. Bonanno/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/Ciancio to approve annual registration of District domain name 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, 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. Sciliano/Bonanno to accept the IRS mileage reimbursement rate of \$.535 for 2017. 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/Bonanno 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/Bonanno 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 11, 2017

The regular monthly meeting of the Board of Fire Commissioners for January 11, 2017 was convened by Chairman McCarthy at 8:12pm.

In attendance was Chairman McCarthy, Comrs. Bonanno, Ciancio, Deegan, Scialiano, Chief Lester, AC Bratton, Financial Consultant Butler and Secretary-Treasurer Ciancio.

It was moved on a motion made by Comrs. Ciancio/Bonanno to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 14, 2016 pending one change. MC.

Correspondence: 1) A letter from the Town on new house address 28 Davis Avenue.

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. Comr. Ciancio abstained from voting on check #4740 as the payee is his daughter.

CHECKS:

4740	Kristen Ciancio	\$120.00
4741	DeLage Landen Financial	196.00
4742	Global Tracking Communications	199.92
4743	Progressive Computing	1,040.00
4744	Young, Fenton, Kelsey & Brown	<u>1,000.00</u>
		\$2,555.92

FINANCIAL REPORT:

Balance Forward	<u>\$18,165.18</u>
Closing Balance	\$18,165.18

*Closed account 1/6/17 – awaiting wire transfer

STATUS OF ACCOUNTS:

Regular Checking (SNB)	\$ 0.00
Regular Checking (OCB&T)	\$ 29,779.65
Fire District Money Market (SNB)	\$ 0.00
Fire District Money Market (OCB&T)	\$ 128,151.74
Capital Reserve Checking (SNB)	\$ 0.00
Capital Reserve Checking (OCB&T)	\$ 2,430.23
Capital Reserve Money Market (SNB)	\$ 0.00
Capital Reserve Money Market (OCB&T)	\$1,895,604.21
Building Reserve Money Market (SNB)	\$ 0.00
Building Reserve Money Market (OCB&T)	\$ 202,134.54

Repair Reserve Money Market (SNB)	\$ 0.00
Repair Reserve Money Market (OCB&T)	\$ 14,064.97
TOTAL:	\$2,272,165.34

SERVICE AWARD PROGRAM:

Service Award Program – DBC	\$ 879,575.33
Service Award Program – DCP	\$ 465,025.11
TOTAL:	\$1,344,600.44

It was moved on a motion made by Comrs. McCarthy/Bonanno to accept the Chief's Report as read. MC. Activity Report for December 2016: 29 alarms for 391 man hours; 4 drills for 132 man hours; 2 meetings for 90 man hours; 22 misc. for 433.5 man hours. TOTAL: 1,046.5 man hours.

Chief Lester reported 1/10 there will be an Officer's meeting to discuss various topics; the Dept. responded to a dual response call with Elmsford FD on the Sprain Brook Parkway; he will meet with Hawthorne FD on their 1075 procedure; Greenburgh PD thanked the District for letting them use the meeting room; requested permission for member to attend the Elmsford Seminar at a cost of \$35 per person; 2481 and 2482 met with Roger King on Blythedale closure of front access for installation of new steam pipe in March; the proposed Elevator course has not yet been scheduled; requested EOC training for new members; discussed the Train the Trainer course.

Chairman McCarthy Engine committee is making progress; knox box program has been updated; took care of incorrect District cell phone bill with Sprint; thanked Mike Felice for plowing the 3 buildings on a last minute request; received the paperwork to schedule hose and pump tests; suggested a letter be sent to both Companies on completion of physicals.

Comr. Ciancio reported on members who did not complete their physicals; TL49 air leak was repaired; he would like to order replacement 6 scba packs before price increase; he would like to order 6 sets of gear before price increase; in light of the tow truck driver killed while assisting while doing his job, reiterated the importance of member safety while at the scene; TL49 requires a new gas meter; DEP will not purchase chlorine meters for the District; he will contact Dr. Chris to schedule AED/CPR course; Good Counsel will be closing at the end of this school year; discussed outside guests to be invited to Installation Brunch; would like to schedule a meeting with the Captains to finalize Fire Squad procedures; distributed information to the Board on Municipal apparatus leasing.

Comr. Deegan reported the Service Award accounts will be closed at Sterling Bank once all 2016 distribution have been completed; the reinvestment of funds per Cheryl Johnson; met with Manny on the technology plan over the next 5 years.

Comr. Bonanno reported he spoke with Fire Districts Mutual on the insurance increase and the District will receive a rebate; requested permission to purchase a new uniform for 2482; will have an inventory of all uniforms and accessories to place an order by May for 3 members from each Company.

Comr. Sciliano reported E84 fuel hook-up issue was looked at by Stotz.

It was moved on a motion made by Comrs. Ciancio/Deegan to authorize 10 members to attend the Elmsford Seminar on at a cost of \$35.00 per person. MC.

It was moved on a motion made by Comrs. Deegan/Sciliano to purchase 2 gas meters at a cost not to exceed \$1,000.00. MC.

It was moved on a motion made by Comrs. Ciancio/Deegan to schedule the annual hose and pump tests. MC.

It was moved on a motion made by Comrs. Bonanno/Ciancio to purchase a new Chief's car at a cost not to exceed \$65,000.00. MC.

With no other business to come before the Board of Fire Commissioners, it was moved on a motion made by Comrs. Ciancio/Deegan to adjourn the meeting at 9:05pm. MC.

Respectfully submitted,

Kristen Ciancio
District Secretary-Treasurer