

Special Meeting of the Valhalla Board of Fire Commissioners for January 8, 2020

The Special End of the Year Meeting (12/31/19) of the Board of Fire Commissioners of the Valhalla Fire District for 2019 was convened by Chairman Bonanno at 7:00pm.

In attendance was Chairman Bonanno, Comrs. McCarthy, Deegan, Ciancio, Sciliano, Financial Consultant Butler and Secretary 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. Sciliano/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 #5842 and 5843 as the payee is his daughter.

CHECKS:

5842	Kristen Ciancio	1,166.36
5843	Kristen Ciancio	1,166.37
5844	Verizon	125.03
5845	American Express	465.48
5846	Independent Fire Co.	11,402.07
5847	Con Edison	320.69
5848	Valhalla Fire Co. #1	11,402.07
5849	Verizon	238.43
5850	Cablevision	238.59
5851	AAA Emergency	620.75
5852	Cardmember Services	808.27
5853	Kristen Ciancio	120.00
5854	Comptroller	297.90
5855	Fernanda DeCampos	200.00
5856	DeLage Landen Financial	196.00
5857	Executex	88.86
5858	Hawthorne FD	972.51
5859	Independent Fire Co.	11,402.07
5860	M. Felice Landscaping	1,640.00
5861	NYPMG Hudson Valley	5,106.00
5862	RescueStuff	244.00
5863	Valhalla Fire Co #1	11,402.07
EFT	US Treasury	1,155.11
EFT	NYS Department of Taxation	238.56
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		\$61,017.19

FINANCIAL REPORT (AS OF 12/31/19):

Balance Forward	\$	13,982.95
Deposits	\$	2,008.39
Transfers	\$	20,000.00
Transfers	\$	41,000.00
Vouchers	\$	61,017.19
Closing Balance	\$	15,974.15

STATUS OF ACCOUNTS (as of 12/31/19):

Regular Checking	\$	15,974.15
Fire District Money Market	\$	128,038.92
Capital Reserve Checking	\$	6,774.88
Capital Reserve Money Market	\$	2,032,963.24
Building Reserve Money Market	\$	239,465.59
Repair Reserve Money Market	\$	103,297.05
TOTAL:		\$2,526,513.83

PRIVATE PURPOSE TRUST:

Service Award Program – DBP	\$1,061,938.25
Service Award Program – DCP	\$ 399,403.38
TOTAL	\$1,461,341.63

TRANSFERS:

TO:	Checking Acct #8388546	
FROM:	Money Market Acct #8388562	\$41,000.00

BUDGET CODE CHANGE ORDER:

BUDGET CODE #	AMOUNT
1010-1013-TELEPHONES-DISTRICT	\$2,000.00
1017-1029-COMPUTER SUPPLIES	600.00
1030-1034-RADIOS	(2,600.00)
1540-1543-SUPPLIES	\$1,200.00
1550-COMPUTER EXPENSES	6,800.00
1600-INSTALLATION DINNER	250.00
1610-HEALTH	(8,250.00)
2010-2014-PURCH NEW FIRE EQUIP	\$1,200.00
2020-2027-REPAIR EXISTING EQUIP	4,200.00
2050-CLEAN GEAR	(5,400.00)

2530-STANDBYS	(\$1,200.00)
2550-FIRE PREVENTION	1,200.00
4002-WORKER'S COMP (VFBL)	(\$9,500.00)
4006-NYS CANCER BILL INSURANCE	9,500.00
6010-SECRETARY SALARY	\$ 0.08
6050-SERVICE AWARD ADMIN	950.00
6065-FINANCIAL SERVICES	2,650.00
6080-SNOW PLOWING	1,500.00
6095-TECHNOLOGY	(5,100.08)
6510-6516-UNIFORMS/BADGES	\$300.00
6540-DUES	600.00
6570-6573-MGMT SEMINARS	(900.00)
7045-INSPECTION SERVICE	(\$4,290.00)
7550-330 COLUMBUS AVE – GAS	(700.00)
7510-RENTAL – VFC #1	1,315.00
7550-7521-RENTAL – INDEPENDENT	1,315.00
7530-330 COLUMBUS AVE SUPPLIES	2,360.00

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 2020. MC.

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

It was moved on a motion made by Comrs. McCarthy/Ciancio to accept the Chief's Report as read. MC. Activity Report for 2019: 396 alarms for 4,334 hours; 58 drills for 1,766.5 hours; 24 meetings for 864 hours; 15 trainings for 340.5 hours; 150 misc. for 2,052.5 hours; 8 stand-bys for 149 hours; 16 fire preventions for 366.5 hours. TOTAL: 9,873 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 8, 2020, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$120,150.00 to the Repair Reserve Fund and \$569,974 to the Capital Reserve Fund (subject to change) from the balance of the 2019 General Fund, inclusive of the Grasslands Contract money for 2019 in July 2020. This motion was made by Comr. Deegan, seconded by Comr. McCarthy. MC.

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

This Resolution was adopted at the Special End of Year meeting of the Fire Commissioners, Valhalla Fire District, held on the 8th of January 2020.

It was moved on a motion made by Comrs. Sciliano/Deegan that the Special End of Year Meeting be adjourned at 7:21pm.

Respectfully submitted,

Kristen Ciancio
Secretary-Treasurer

Organizational Meeting of the Valhalla Board of Fire Commissioners for
January 8, 2020

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2019 was held on January 8, 2020 and convened by Secretary Ciancio at 7:21pm. Secretary Ciancio administered the Oath of Office to re-elected Commissioner Ciancio. It was moved on a motion made by Comrs. McCarthy/Ciancio that Comr. Sciliano serve as Chairman and Comr. Deegan as Vice Chairman. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to appoint Kristen Ciancio District Secretary and RMO for 2020 at an annual salary of \$42,745.00. MC. Chairman Sciliano administered the Oath of Office to the Secretary of the Valhalla Fire District Kristen Ciancio.

It was moved on a motion made by Comrs. McCarthy/Ciancio that William N. Young, Jr. of the law firm Young, Fenton, Kelsey & Brown, PC, represent the Valhalla Fire District for 2020 at a cost of \$500.00. 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 2020. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio that Orange Bank & Trust be the depository of bank accounts of the Valhalla Fire District for 2020. 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 NY Presbyterian Medical Group of Hudson Valley is designated as the District's primary physician and Health Care Facility for 2020. 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 2019 at a cost of \$13,250.00. 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 2019 at a cost not to exceed \$12,170.00. MC.

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

It was moved on a motion made by Comrs. McCarthy/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/Ciancio to appoint Penflex as Actuary for the Service Award Program for the year 2019 at a cost not to exceed \$5,300.00. MC.

It was moved on a motion by Comrs. Ciancio/McCarthy 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 2020 at a cost of \$1,200.00. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 29, 2020. MC.

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

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

It was moved on a motion by Comrs. Bonanno/McCarthy to accept the IRS mileage reimbursement rate of \$.575 for 2020. MC.

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

It was moved on a motion made by Comrs. Bonanno/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 7:27pm. MC.

Respectfully submitted,
Kristen Ciancio
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 8, 2020

The regular monthly meeting of the Board of Fire Commissioners for January 8, 2020 was convened by Chairman Sciliano at 7:34pm.

In attendance was Chairman Sciliano, Comrs. McCarthy, Deegan, Ciancio, Bonanno, Financial Consultant Butler and Secretary-Treasurer Ciancio.

It was moved on a motion made by Comrs. McCarthy/Deegan to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 11, 2019. MC.

Correspondence: 1) A letter from VFC #1 on the resignation of Kirk Baker; 2) A letter from VFC #1 accepting the application for Katheryn Morillo; 3) A letter from Independent Fire Co. on Michael Sicuranzo stepping down as 1st Lt.; 4) A letter from Independent Fire Co. accepting the resignation of Charles Klaus; 5) A letter from Independent Fire Co. accepting the application and reinstatement of Eric Lester; 6) A letter from Bill Young on his retainer agreement and that he will be working from FL in February and March; 7) A letter from McNeil & Co. that effective on the renewal of current coverage through ESIP, a change is being made to the ordinance or law coverage that may affect amounts paid in the event of future property claims; 8) A letter from NYCDEP requesting a certificate of liability when returning Land Use Permit renewal form.

Chairman Sciliano changed the order of business to hear members' responses to their letters of suspension or termination due to incomplete or non-compliance of having taken their physicals for 2019. It was decided that all members would remain suspended until physicals are completed and reports have been received by the District.

Chairman Sciliano changed the order of business to swear in new member Kathryn Morillo.

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

CHECKS:

5865	McNeil & Co.	\$698.00
5866	NYS DOT	<u>100.00</u>
		\$798.00

FINANCIAL REPORT:

Balance Forward	\$	15,974.15
Vouchers	\$	<u>798.00</u>
Closing Balance	\$	15,176.15

STATUS OF ACCOUNTS:

Regular Checking	\$ 15,176.15
Fire District Money Market	\$ 128,038.92
Capital Reserve Checking	\$ 6,774.88
Capital Reserve Money Market	\$2,032,963.24
Building Reserve Money Market	\$ 239,202.32
Repair Reserve Money Market	<u>\$ 103,297.05</u>
TOTAL:	\$2,525,715.83

SERVICE AWARD PROGRAM:

Service Award Program – DBC	\$1,061,938.25
Service Award Program – DCP	<u>\$ 399,403.38</u>
TOTAL:	\$1,461,341.63

It was moved on a motion made by Comrs. McCarthy/Deegan to accept the Chief's Report as read. MC. Activity Report for December 2019: 22 alarms for 200 hours; 4 drills for 171 hours; 2 meetings for 76 hours; 1 training for 1 hour; 22 misc. for 297 hours. TOTAL: 757 hours.

In Chief Kohany's absence, Secretary Ciancio reported members participated in the Blue Santa event 12/18; members were on standby for a bomb scare at Sunshine Cottage Rd. 12/19; 1/15/20 Bailout Train the Trainer update – training on new bailout system will be scheduled once trainers are updated – all members must jump with new system to qualify as interior; R9 responded to a structure fire in Thornwood 12/20; knox box keys are now located at front door of the new Pepsi building; Mt. Pleasant Chief's will order new Motorola pagers when County rolls out the system – they are asking all departments to commit to purchasing 200 to receive a discount.

In Chief Kohany's absence, Commissioner Ciancio reported there was an incident with a staff member of WHS during a call there; requested permission to attend Memorial Day, Pleasantville, Mt. Kisco and Ossining Parades; spoke to Optimum re voicemails being forwarded to emails; reminded all officers and members to contact Commissioners for any requests of the District Secretary.

Comr. McCarthy reported 2 spare Chief's cars and the district pick-up truck are being serviced; newest 2481 will be at Chevy for suspension repairs 1/9; 1/22 the District will host the WC AFD monthly meeting; AFDSNY Annual Meeting 4/30-5/2 at Uniondale Marriott – 4 District officials tentatively attending; suggested selling newest 2481.

Comr. Ciancio reported 1/13 Board has meeting scheduled with NWPFD; 1/15 bailout Train the Trainer course; UPS delivered package from NYS Dormitory to the wrong address, working on getting it back; has not been successful in getting in touch with anyone at NYMC on their insurance carrier for reimbursement of contaminated gear

during hazmat incident on their property; reminded members to request information from the Commissioners, not directly from District Secretary.

Comr. Deegan reported he will contact Bill Young on NYMC issue; MDT for Chief's car has been ordered and equipment to house it has been installed in the vehicle.

Comr. Bonanno reported 3 members from each company are authorized to be outfitted for new uniforms; will purchase a 50-year badge for Alex Ciampi; will follow-up with MPPD Chief and Captain on scheduling a meeting to discuss EF Academy response.

Chairman Sciliano reported progress.

It was moved on a motion made by Comrs. Ciancio/Deegan to reinstate Eric Lester pending receipt of his physical. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to accept the resignation in good standing of Charles Klaus. MC.

It was moved on a motion made by Comrs. Bonanno/McCarthy to accept the resignation of Kirk Baker in good standing. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to authorize members to use District vehicle to attend Elmsford Seminar 2/1. MC.

It was moved on a motion made by Comrs. McCarthy/Ciancio to deem old 2481 as surplus and print a permissive referendum to sell it. MC.

Capt. John McGuinn made a purchase request for caps for 6" hard suction hose.

With no other business to come before the Board of Fire Commissioners, it was moved on a motion made by Comrs. Bonanno/Deegan to adjourn the meeting at 8:38pm. MC.

Respectfully submitted,

Kristen Ciancio
District Secretary-Treasurer