

Special Meeting of the Valhalla Board of Fire Commissioners for January 13, 2021

The Special End of the Year Meeting (12/31/20) of the Board of Fire Commissioners of the Valhalla Fire District for 2018 was convened by Chairman Sciliano at 7:30pm.

In attendance was Chairman Ciancio, Comrs. McCarthy, Deegan, Ciancio, Bonanno, Chief Kohany, 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. Deegan/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 #6199, 6200 & 6123 as the payee is his daughter.

CHECKS:

6199	Kristen Ciancio	1,204.74
6200	Kristen Ciancio	1,204.74
6201	American Express	242.99
6202	M. Felice Landscaping	180.00
6203	Verizon	100.77
6204	Verizon	34.85
6205	WB Mason	5.90
6206	VOID	0.00
6207	Matthew DelGreco	50.00
6208	AAA Emergency Supply	6,636.00
6209	American Express	17.99
6210	Berger Hardware	53.95
6211	Cardmember Services	717.53
6212	VOID	0.00
6213	Comptroller	485.30
6214	Con Edison	216.65
6215	Fernanda DeCampos	200.00
6216	Emergency Responder Products	3,430.77
6217	Hawthorne FD	692.81
6218	Hudson Valley Fire	6,076.43
6219	Hummel & Butler CPAs	560.00
6220	M. Felice Landscaping	832.00
6221	Minerva Cleaners	212.50
6222	Mt. Pleasant Highway Dept	315.35
6223	Mt. Pleasant Water Districts	6.74
6224	NYPMG Hudson Valley	5,103.00
6225	Security World	975.87

6226	Silvios	45.24
6227	State Line Fire & Safety	307.50
6228	The Journal News	188.00
6229	Verizon	100.91
6230	Verizon	349.79
6231	The Journal News	76.00
6232	Independent Fire Co	11,630.11
6233	Valhalla Fire Co #1	11,630.11
EFT	US Treasury	1,185.00
EFT	NYS Tax Department	243.60
		<u>55,433.14</u>

FINANCIAL REPORT (AS OF 12/31/18):

Balance Forward	\$	14,415.33
Deposits	\$	250.00
Transfers-GF	\$	56,000.00
Vouchers	\$	55,433.14
Closing Balance	\$	15,232.19

STATUS OF ACCOUNTS (as of 12/31/18):

Regular Checking	\$	15,232.19
Fire District Money Market	\$	101,286.05
Capital Reserve Checking	\$	925.66
Capital Reserve Money Market	\$	2,829,660.99
Building Reserve Money Market	\$	239,684.73
Repair Reserve Money Market	\$	223,560.14
TOTAL:	\$	3,410,349.76

PRIVATE PURPOSE TRUST:

Service Award Program – DBP	\$	1,128,580.57
Service Award Program – DCP	\$	405,481.40
TOTAL	\$	1,534,061.97

TRANSFERS:

TO:	Checking Acct #8388546	
FROM:	Money Market Acct #8388562	\$56,000.00

BUDGET CODE CHANGE ORDER:

BUDGET CODE #	AMOUNT
1010-1015 TELEPHONES-DISTRICT	\$800.00
1030-1034 RADIOS	(800.00)
1540-1543 SUPPLIES	\$2,700.00
1550 COMPUTER SUPPLIES	6,000.00
1610 HEALTH	(8,700.00)
2540 PETTY CASH	(\$100.00)
2560 CHIEF'S RECEPTION	100.00
2010-2014 PURCHASE OF NEW EQUIP	\$90,000.00
2020-20207 REPAIR EXISTING EQUIP	16,000.00
2050 CLEAN GEAR	(6,000.00)
2510-2513 INSPECTION	(10,00.00)
2520-2521 PARADES	(4,500.00)
2530 STANDBY'S	(1,500.00)
2550 FIRE PREVENTION	(1,000.00)
4002 WORKERS COMP	(15,000.00)
4003 GROUP LIFE	(5,000.00)
4006 NYS CANCER BILL INSURANCE	(7,000.00)
6080 SNOW PLOWING	(4,000.00)
6095 TECHNOLOGY	(8,000.00)
6560-6563 MANAGEMENT SEMINAR	(17,000.00)
7002-7018 FUEL APPARATUS	(4,000.00)
7030-7041 VEHICLE/APPARATUS REP.	(12,000.00)
7045-7048 INSPECTION SERVICE	(10,000.00)
7550 330 COLUMBUS AVE GAS	(1,000.00)
4001 GENERAL LIABILITY	(19.00)
4004 ACCIDENT & HEALTH	\$19.00
HEALTH CLUB MEMBER (NO CODE)	(5,250.00)
6520 HEALTH CLUB MEMBER	\$5,250.00
6530-6532 REFRESHMENTS	(2,000.00)
6570-6572 TRAINING PROGRAMS	\$2,000.00
6040 ATTORNEY	(2,000.00)
6050 SERVICE AWARD ADMIN	(1,000.00)
6060 AUDITOR	(750.00)
6065 FINANCIAL SERVICES	\$4,000.00

6090 LAWN MAINTENANCE	(250.00)
6101 VALHALLA HYDRANTS	\$3,000.00
6103-6104 GREENBURGH HYDRANTS	(3,100.00)
6105 PLEASANT RIDGE HYDRANTS	100.00
6510-6516 UNIFORMS & BADGES	(1,500.00)
7019-7029 VEHICLES/APP. SUPPLIES	\$1,500.00
7510 RENTAL-VFC #1	\$114.44
7520-7521 RENTAL-INDEPENDENT	1,314.44
7530 330 COLUMBUS AVE SUPPLIES	(123.75)
7540 330 COLUMBUS AVE WATER/SEWER	(184.91)
7550 330 COLUMBUS AVE ELECTRIC	(1,043.62)
7570 TOWER ELECTRICITY	(76.60)

It was moved on a motion made by Comrs. Deegan/McCarthy to move the entire \$45,000.00 from the Grasslands Contract to the Capital Reserve Fund in June 2021. MC.

It was moved on a motion made by Comrs. Bonanno/Deegan 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 2020: 389 alarms for 3,843 hours; 52 drills for 1,638.5 hours; 24 meetings for 900 hours; 31 trainings for 550.5 hours; 133 misc. for 1,476 hours; 5 stand-bys for 107 hours; 14 fire preventions for 44.5 hours. TOTAL: 8,559 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, 2021, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$100,000.00 to the Repair Reserve Fund and \$605,206.00 to the Capital Reserve Fund (subject to change per the auditors) from the balance of the 2020 General Fund, inclusive of the Grasslands Contract money for 2020 in July 2021. This motion was made by Comr. McCarthy, seconded by Comr. Deegan. MC.

This motion was made by Commissioner McCarthy, seconded by Commissioner Deegan, 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 13th of January 2021.

It was moved on a motion made by Comrs. McCarthy/Deegan that the Special End of Year Meeting be adjourned at 7:46pm.
Respectfully submitted,

Kristen Ciancio
Secretary-Treasurer

Organizational Meeting of the Valhalla Board of Fire Commissioners for
January 13, 2021

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2021 was held on January 13, 2021 and convened by Secretary Ciancio at 7:46pm. Secretary Ciancio administered the Oath of Office to re-elected Commissioner Bonanno. It was moved on a motion made by Comrs. McCarthy/Ciancio that Comr. McCarthy serve as Chairman and Comr. Deegan as Vice Chairman. MC.

It was moved on a motion made by Comrs. Bonanno/Deegan to appoint Kristen Ciancio District Secretary and RMO for 2021 at an annual salary of \$44,027.00 MC. Chairman McCarthy administered the Oath of Office to the Secretary of the Valhalla Fire District Kristen Ciancio.

It was moved on a motion made by Comrs. Ciancio/Deegan that William N. Young, Jr. of the law firm Young, Fenton, Kelsey & Brown, PC, represent the Valhalla Fire District for 2021 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 2021. MC.

It was moved on a motion made by Comrs. Deegan/Bonanno that Orange Bank & Trust be the depository of bank accounts of the Valhalla Fire District for 2021. MC.

It was moved on a motion made by Comrs. Bonanno/Sciliano 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. Sciliano/Deegan that NY Presbyterian Medical Group of Hudson Valley is designated as the District's primary physician and Health Care Facility for 2021. MC

It was moved on a motion made by Comrs. Bonanno/Ciancio 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 2021 at a cost of \$13,750.00 MC.

It was moved on a motion made by Comrs. Sciliano/Deegan to appoint Hummel & Butler, CPAs as internal auditor and financial consultant for the year 2021 at a cost not to exceed \$9,960.00. 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. Deegan/Sciliano 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 2021 at a cost not to exceed \$9,000.00. MC.

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

It was moved on a motion made by Comrs. Deegan/Bonanno to accept all fire hydrant leases pending review and discussion with the Town on several issues with hydrants throughout the District. 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 2021 at a cost of \$1,200.00. MC.

It was moved on a motion made by Comrs. Sciliano/Deegan for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 28, 2021. 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/Ciancio 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/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 \$.56 for 2021. 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/Sciliano 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 7:54pm. MC.

Respectfully submitted,
Kristen Ciancio
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 13, 2021

The regular monthly meeting of the Board of Fire Commissioners for January 13, 2021 was convened by Chairman McCarthy at 7:46pm.

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

It was moved on a motion made by Comrs. Sciliano/Deegan to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 9, 2020. MC.

Correspondence: 1) A letter from Independent Fire Co. that Nicholas DeRubeis is turning 18; 2) Received and signed engagement letters from Penflex, Bill Young and Hummel & Butler CPAs.

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

CHECKS:

6234	Hudson Valley Fire & Equipment	\$8,019.26
6235	NYS Association of Fire Chiefs	40.00
6236	NYS DOT	100.00
6237	Verizon	35.28
6239	Young, Fenton, Kelsey & Brown	<u>500.00</u>
		8,694.54

FINANCIAL REPORT:

Balance Forward	\$ 15,232.19
Deposits	\$ 500.00
Transfers	\$ 7,000.00
Vouchers	<u>\$ 8,694.54</u>
Closing Balance	\$ 14,037.65

STATUS OF ACCOUNTS:

Regular Checking	\$ 14,037.65
Fire District Money Market	\$ 94,286.05
Capital Reserve Checking	\$ 925.66
Capital Reserve Money Market	\$2,829,660.99
Building Reserve Money Market	\$ 239,684.73
Repair Reserve Money Market	<u>\$ 223,560.14</u>
TOTAL:	\$3,402,155.22

SERVICE AWARD PROGRAM:

Service Award Program – DBC	\$1,128,580.57
Service Award Program – DCP	<u>\$ 405,481.40</u>
TOTAL:	\$1,534,061.97

TRANSFERS:

TO:	Checking Acct #8388546	
FROM:	Money Market Acct #8388562	\$7,000.00

It was moved on a motion made by Comrs. Deegan/Ciancio to accept the Chief’s Report as read. MC. Activity Report for December 2020: 29 alarms for 232 hours; 5 drills for 206 hours; 2 meetings for 50 hours; 23 training for 431 hour; 16 misc. for 159.5 hours. TOTAL: 1,079 hours.

Chief Kohany reported members participated in the annual Santa visits on all streets throughout the district and to Blythedale Children’s Hospital; the department is authorized to sign up for Covid vaccines and the website link to sign up has been sent to all members; 18/18 E84 standby for Ossining FD for a funeral; 1/5 R9 FAST responded to a structure fire in Pleasantville; OVAC will be offering Covid rapid tests.

Commissioner Ciancio thanked the Chief and Captain DiPrinzio for getting the website link for the Covid vaccine out to members and commended their work throughout the past year.

Chairman McCarthy reported both Engines were serviced; requested permission to use district meeting room to discuss the WCAFD directions on meeting moving forward and possibly host the January meeting if it is in person; 5/5-5/8/21 AFDSNY annual meeting; discussed not signing the hydrant contract due to all of the issues that the Town has not addressed with hydrants that are out of service – will draft a letter to send.

Comr. Ciancio reported a donation check received will be split between both companies; a bill in the amount of \$5,250.00 received for R9, E84, 2481 recently cleaned to remove tar will be put through insurance; new set of hydraulic tools for R9 and R59; received balance of new masks for members; 1/4 fire extinguishers at all locations were tested; 1/14 paging system batteries will be replaced and traffic light will be checked on Grasslands Rd; 1/16 members going to see new truck when equipment is placed on it; 1/26 R59 will receive a new compressor; Elliott Eccleston to be reimbursed for completing the EMT course; new copy machine to be installed within the next week.

Comr. Deegan reported the investment realignment per the last meeting is complete.

Comr. Bonanno reported 3 members from each company are authorized to be outfitted for new uniforms; requested to purchase 10 sets of shirts and hats for Fire Squad.

Chairman Sciliano reported progress.

Business from the floor:

Rich Thomas requested a locked file or closet for confidential benevolent files to be housed in the District building.

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 8:32pm. MC.

Respectfully submitted,

Kristen Ciancio
District Secretary-Treasurer