

Special Meeting of the Valhalla Board of Fire Commissioners for January 12, 2022

The Special End of the Year Meeting (12/31/21) of the Board of Fire Commissioners of the Valhalla Fire District for 2020 was convened by Vice Chairman Deegan at 7:30pm.

In attendance was Vice Chairman Deegan, Comrs. Ciancio, Bonanno, Sciliano, Chief Kohany and Secretary Ciancio.

Pledge to the Flag and a moment of silence was held for military, firefighters, and member Andrew Bratton.

It was moved on a motion made by Comrs. Sciliano/Bonanno 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 #6571, 6572 and 6574 as the payee is his daughter.

**CHECKS:**

6571	Kristen Ciancio	1,246.58
6572	Kristen Ciancio	1,246.58
6573	AAA Emergency Supply Co.	464.00
6574	Kristen Ciancio	70.00
6575	Verizon	100.75
6576	Hudson Valley Fire	1,827.91
6577	Ace Tool	3,006.65
6578	M. Felice Landscaping	180.00
6579	McNeil & Company	12,949.00
6580	Young, Fenton, Kelsey & Brown	13.00
6581	AAA Emergency Supply Co.	2,700.83
6582	Berger Hardware	68.31
6583	Cablevision	484.30
6584	Cardmember Services	3,587.45
6585	Comptroller	412.54
6586	Con Edison	302.42
6587	Fernanda DeCampos	200.00
6588	Hawthorne FD	1,108.24
6589	Hummel & Butler CPAs	570.00
6590	Independent Fire Co.	11,833.53
6591	Mt. Pleasant Highway Department	313.94
6592	NYPMG Hudson Valley	297.00
6593	Ortiz Welding	35.00
6594	Silvios	41.74
6595	Valhalla Fire Co #1	11,833.53
6596	Verizon	348.99

6597 Verizon	36.26
EFT US Treasury	1,211.36
EFT NYS Department of Taxation	248.58
	<u>56,738.49</u>

**FINANCIAL REPORT (AS OF 12/31/21):**

Balance Forward	\$ 16,652.15
Transfers	\$ 53,000.00
Transfers	\$ 10,000.00
<u>Vouchers</u>	<u>\$ 56,738.49</u>
Closing Balance	\$ 22,913.66

**STATUS OF ACCOUNTS (as of 12/31/21):**

Regular Checking	\$ 22,913.66
Fire District Money Market	\$ 133,446.99
Capital Reserve Checking	\$ 72,395.91
Capital Reserve Money Market	\$2,126,562.98
Building Reserve Money Market	\$ 421,300.60
Repair Reserve Money Market	<u>\$ 323,695.24</u>
TOTAL:	\$3,100,315.38

**PRIVATE PURPOSE TRUST:**

Service Award Program – DBP	\$1,265,608.34
Service Award Program – DCP	<u>\$ 416,165.32</u>
TOTAL	\$1,681,773.66

**TRANSFERS:**

TO: Money Market Acct #8388591	
FROM: Money Market Acct #8388562	\$112,744.00
TO: Money Market Acct #8388546	
FROM: Money Market Acct #8388562	\$ 53,000.00
TO: Checking Acct #8388546	
FROM: Money Market Acct #8388562	\$ 10,000.00

**BUDGET CODE CHANGE ORDER:**

<b>BUDGET CODE #</b>	<b>AMOUNT</b>
1010-1015 – TELEPHONES	\$2,500.00
1030-1034 – RADIOS	(2,500.00)

1550 – COMPUTER SUPPLIES	\$2,500.00
1610 - HEALTH	(2,500.00)
1540-1543 – SUPPLIES	\$ 200.00
1590 – AWARDS	(200.00)
2010-2014 – PURCH NEW FIRE EQUIP	\$7,100.00
2020-2027 – REPAIR EXISTING EQUIP	\$1,200.00
2040-2043 – EQUIP MAINT SUPPLIES	(1,200.00)
2050 – CLEAN GEAR	(7,100.00)
2550 – FIRE PREVENTION	\$2,000.00
2560 – CHIEF’S RECEPTION	(2,000.00)
4001 – GENERAL LIABILITY	\$6,000.00
4002 – WORKER’S COMP	(6,000.00)
4003 – GROUP LIFE	(100.00)
4004 – ACCIDENT & HEALTH	\$100.00
6050 – SERVICE AWARD ADMIN	(3,000.00)
6060 – AUDITOR	(500.00)
6065 – FINANCIAL SERVICES	\$3,500.00
6090 – LAWN MAINTENANCE	(1,350.00)
6103 – GREENBURGH HYDRANTS	(5,000.00)
6105 – PLEASANT RIDGE HYDRANTS	(150.00)
6101- VALHALLA HYDRANTS	\$6,500.00
6570-6573 – MANAGEMENT SEMINAR	(6,500.00)
6580-6582 – TRAINING PROGRAMS	\$6,500.00
7020-7029 – VEHICLE/APP. SUPPLIES	\$5,000.00
7030-7039 – VEHICLE/APP. REPAIRS	(5,000.00)
7045 – INSPECTION SERVICE	(8,600.00)
7510 – RENTAL VFC #1	\$1,300.00
7520-7521 – RENTAL INDEPENDENT	\$1,300.00
7530 – 330 COLUMBUS AVE SUPPLIES	\$6,000.00

It was moved on a motion made by Comrs. Bonanno/Ciancio to move the entire \$45,000.00 from the Grasslands Contract to the Capital Reserve Fund in June 2022. MC.

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

It was moved on a motion made by Comrs. Bonanno/Sciliano to accept the Chief's Report as read. MC. Activity Report for 2021: 406 alarms for 4,393 hours; 60 drills for 5,346.5 hours; 24 meetings for 841 hours; 8 trainings for 418 hours; 156 misc. for 1,920.75 hours; 11 stand-bys for 323.25 hours; 22 fire preventions for 335 hours. TOTAL: 13,577 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 12, 2022, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$100,000.00 to the Repair Reserve Fund and \$632,252.00 to the Capital Reserve Fund (subject to change) from the balance of the 2021 General Fund, inclusive of the Grasslands Contract money for 2021 in July 2022. This motion was made by Comr. Bonanno, seconded by Comr. Sciliano. MC.

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

This Resolution was adopted at the Special End of Year meeting of the Fire Commissioners, Valhalla Fire District, held on the 12<sup>th</sup> of January 2022.

It was moved on a motion made by Comrs. Ciancio/Bonanno that the Special End of Year Meeting be adjourned at 7:42pm.

Respectfully submitted,

Kristen Ciancio  
Secretary-Treasurer

Organizational Meeting of the Valhalla Board of Fire Commissioners for  
January 12, 2022

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2022 was held on January 12, 2022 and convened by Secretary Ciancio at 7:43pm. Secretary Ciancio administered the Oath of Office to re-elected Commissioner Sciliano. It was moved on a motion made by Comrs. Bonanno/Ciancio that Comr. Deegan serve as Chairman and Comr. Ciancio as Vice Chairman. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to appoint Kristen Ciancio District Secretary and RMO for 2022 at an annual salary of \$45,348.00. MC. Chairman Deegan administered the Oath of Office to the Secretary of the Valhalla Fire District Kristen Ciancio.

It was moved on a motion made by Comrs. Sciliano/Bonanno that William N. Young, Jr. of the law firm Young, Fenton, Kelsey & Brown, PC, represent the Valhalla Fire District for 2022 at a cost of \$500.00, pending research of another law firm. MC.

It was moved on a motion made by Comrs. Sciliano/Bonanno that The Journal News be designated the official newspaper of the Valhalla Fire District for 2022. MC.

It was moved on a motion made by Comrs. Bonanno/Ciancio that Orange Bank & Trust be the depository of bank accounts of the Valhalla Fire District for 2022. 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. Bonanno/Sciliano that NY Presbyterian Medical Group of Hudson Valley is designated as the District's primary physician and Health Care Facility for 2022. MC

It was moved on a motion made by Comrs. Ciancio/Bonanno 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 2022 at a cost of \$13,750.00. MC.

It was moved on a motion made by Comrs. Sciliano/Bonanno to appoint Hummel & Butler, CPAs as internal auditor and financial consultant for the year 2019 at a cost not to exceed \$10,130.00. MC.

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

It was moved on a motion made by Comrs. Ciancio/Bonanno to continue with the investment policies currently in place. MC.

It was moved on a motion made by Comrs. Ciancio/Sciliano to reaffirm all existing resolution 1-80. MC.

It was moved on a motion made by Comrs. Bonanno/Ciancio to appoint Penflex as Actuary for the Service Award Program for the year 2019 at a cost not to exceed \$8,500.00. 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. Sciliano/Ciancio to accept all fire hydrant leases. MC.

It was moved on a motion made by Comr. Sciliano/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. Bonanno/Sciliano for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 28, 2022. MC.

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

It was moved on a motion by Comrs. Bonanno/Sciliano to accept the IRS mileage reimbursement rate of \$.585 for 2022. MC.

It was moved on a motion made by Comrs. Ciancio/Sciliano 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 7:51pm. MC.

Respectfully submitted,  
Kristen Ciancio  
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 12, 2022

The regular monthly meeting of the Board of Fire Commissioners for January 12, 2022 was convened by Vice Chairman Deegan at 7:52pm.

In attendance was Vice Chairman Deegan, Comrs. Ciancio, Bonanno, Sciliano Chief Kohany and Secretary-Treasurer Ciancio.

It was moved on a motion made by Comrs. Bonanno/Sciliano to accept the minutes of the regular monthly meeting of the Board of Fire Commissioners for December 8, 2021. MC.

Correspondence: 1) A letter from VFC #1 accepting Joe Bracero Jr. into their membership; 2) Received and signed engagement letters from Penflex, Hummel & Butler CPAs and Young, Fenton, Kelsey & Brown; 3) A letter from VFC #1 on their 2022 officers; 4) A letter from the Town of Mt. Pleasant that they will be soliciting bids for highway construction materials.

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.

Vice Chairman Deegan changed the order of business to swear in new member Joe Bracero Jr.

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

**CHECKS:**

6598	AFDSNY	\$125.00
6599	American Express	2,313.47
6600	Cablevision	242.15
6601	DeLage Landen Financial	189.00
6602	NYS DOT	100.00
6603	Security World	270.00
6605	Young Fenton Kelsey & Brown	500.00
6606	VOID	0.00
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		3,739.62

**FINANCIAL REPORT:**

Balance Forward	\$	22,913.66
Vouchers	\$	3,739.62
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Closing Balance	\$	19,174.04



**STATUS OF ACCOUNTS:**

Regular Checking	\$ 19,174.04
Fire District Money Market	\$ 133,446.99
Capital Reserve Checking	\$ 72,395.91
Capital Reserve Money Market	\$2,126,562.98
Building Reserve Money Market	\$ 421,300.60
Repair Reserve Money Market	<u>\$ 323,695.24</u>
TOTAL:	\$3,096,575.76

**SERVICE AWARD PROGRAM:**

Service Award Program – DBC	\$1,265,608.34
Service Award Program – DCP	<u>\$ 416,165.32</u>
TOTAL:	\$1,681,773.66

It was moved on a motion made by Comrs. Sciliano/Bonanno to accept the Chief's Report for January 2022 as read. MC. Activity Report for December 2021: 36 alarms for 390 hours; 4 drills for 156 hours; 2 meetings for 127 hours; 2 training for 167 hour; 18 misc. for 227 hours; 1 fire prevention for 15 hours. TOTAL: 1,132 hours.

Chief Kohany reported the department participated in the annual Santa visits in December; 12/12 members responded to a chimney fire; 12/25 members responded to a shed fire; 1/10 members responded to a hazmat incident; 2/16 Chiefs and Officers training; requested permission for members to attend the Elmsford Seminar 2/5 at \$35/person.

Comr. Ciancio reported both Companies have members who did not complete physicals for 2021- letters will be sent on suspensions/terminations; a member of VFC #1 dropped their gear at AAA for repair, but that is not the protocol; current district washing machine is leaking, will research the cost of a new and bigger one; recommended purchasing mats for both company truck floors for protection against the tire chains, at a cost of \$3,312.75; gator grant in the final stages of approval, still.

Comr. Bonanno reported NuWay Cleaners account is fully set up and ready for members to use; will get 3 names from each company of members needing a new uniform; discussed with Dan Oderifero about conducting defensive driving course.

Chairman Sciliano reported the invoice for the new roof has been received and paid; will contact Auctions International about selling old TL49.

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

Vice Chairman Deegan reported Secretary Ciancio has printed the 2021 Service Award report for both companies to post; Luis Herrera is making great progress with the technology infrastructure updating.

It was moved on a motion made by Comrs. Ciancio/Bonanno to authorize 10 members to attend Elmsford Seminar 2/5. MC.

With no other business to come before the Board of Fire Commissioners, it was moved on a motion made by Comrs. Bonanno/Sciliano to adjourn the meeting at 8:31pm. MC.

Respectfully submitted,

Kristen Ciancio  
District Secretary-Treasurer