

Special Meeting of the Valhalla Board of Fire Commissioners for January 10, 2024

The Special End of the Year Meeting (12/31/23) of the Board of Fire Commissioners of the Valhalla Fire District for 2023 was convened by Chairman Ciancio at 7:00pm.

In attendance was Chairman Ciancio, Comrs. McCarthy, Deegan and Secretary Ciancio.

Pledge to the Flag and a moment of silence was held for military and firefighters.

TREASURER'S REPORT

CHECKS:

7347	Kristen Ciancio	2,898.37
7348	Kristen Ciancio	2,898.36
7350	Con Edison	538.29
7351	The Journal News	181.70
7352	Sean Brosnan	70.00
7353	David DiPrinzio	70.00
7354	Steven Heller	70.00
7355	Michael Kohany, Jr.	70.00
7356	Richard Thomas	70.00
7357	Thornwood FD	160.00
7358	Cablevision	165.11
7359	Verizon	365.60
7360	AAA Emergency Supply	442.60
7361	Anthony Olenchak	55.00
7362	AT&T Mobility	607.23
7363	Cardmember Services	1,301.07
7364	Anthony Ciancio	9.65
7365	Comptroller	594.29
7366	Fernanda DeCampos	200.00
7367	Firefly Admin Inc.	1,851.22
7368	Grainger	22.13
7369	Hummel & Butler CPAs	600.00
7370	Independent Fire Co.	12,387.67
7371	McNeil & Company	3,913.40
7372	NICE, Inc.	3,816.00
7373	Partners in Safety	747.00
7374	Silvios	59.00
7375	Valhalla Fire Co #1	12,311.50
7376	WPH Physical Associates	400.00
EFT	US Treasury	2,984.75

EFT NYS Department of Taxation

641.40
50,501.43

FINANCIAL REPORT (AS OF 12/31/23):

Balance Forward	\$ 22,912.05
Deposits	\$ 3,800.00
Transfers-GF	\$ 56,000.00
<u>Vouchers</u>	<u>\$ 50,501.43</u>
Closing Balance	\$ 32,210.62

STATUS OF ACCOUNTS (as of 12/31/23):

Regular Checking	\$ 32,210.62
Fire District Money Market	\$ 250,839.04
Capital Reserve Checking	\$ 10,288.34
Capital Reserve Money Market	\$1,778,823.09
Building Reserve Money Market	\$ 422,644.38
Repair Reserve Money Market	<u>\$ 525,142.38</u>
TOTAL:	\$3,019,947.85

PRIVATE PURPOSE TRUST (as of 12/31/23):

Service Award Program – DBP	\$1,131,626.57
Service Award Program – DCP	<u>\$ 314,116.76</u>
TOTAL	\$1,517,968.99

TRANSFERS:

TO:	General Fund Checking Acct #8388546	
FROM:	General Fund Money Market Acct #8388562	\$56,000.00
TO:	Capital Reserve Checking Acct #8388614	
FROM:	Capital Reserve Money MMkt Acct #8388575	\$5,000.00

BUDGET CODE CHANGE ORDER:

BUDGET CODE #	AMOUNT
1010-1015 TELEPHONES-DISTRICT	\$2,200.00
1017-1029 CELL PHONES	(1,400.00)
1510-1511 DEPT STATIONARY	(400.00)
1520 DISTRICT STATIONARY	(400.00)
1540-1543 SUPPLIES	\$3,000.00
1610 HEALTH	(3,000.00)
2010-2014 PURCH NEW FIRE EQUIP	(\$12,000.00)
2020-2027 REPAIR EXIST HAND EQUIP	12,000.00

4001 GENERAL LIABILITY	\$33,200.00
4002 WORKER'S COMP (VFBL)	(18,000.00)
4006 NYS CANCER BILL	(6,700.00)
4008 ACCIDENT BENEFIT	(4,500.00)
2560 CHIEF'S CONFERENCE	(4,000.00)
4003 GROUP LIFE	\$200.00
4004 ACCIDENT & HEALTH	(200.00)
6030 FICA	4,100.00
6040 ATTORNEY	(\$4,100.00)
2510-2513 INSPECTION	(3,700.00)
6065 FINANCIAL SERVICES	3,700.00
6050 SERVICE AWARD ADMIN	4,000.00
6080 SNOW PLOWING	(4,000.00)
6095 TECHNOLOGY	18,000.00
6101 VALHALLA HYDRANT RENTAL	(18,000.00)
7045 INSPECTION SERVICES	(3,900.00)
7520-7521 RENTAL INDEPENDENT	1,200.00
7530 330 COLUMBUS AVE SUPPLIES	1,700.00
7560 330 COLUMBUS AVE ELECTRIC	1,000.00

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 #7347 and 7348 as the payee is his daughter.

CHIEF'S REPORT

It was moved on a motion made by Comrs. Deegan/McCarthy to accept the Chief's Report as read. MC. Activity Report for 2023: 477 alarms for 5,629 hours; 41 drills for 1,167 hours; 24 meetings for 816 hours; 23 training for 464 hours; 166 misc. for 1,508 hours; 6 stand bys for 139 hours; 24 fire prevention for 272 hours. TOTAL: 9,995 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 10, 2024, authorizes the Treasurer of the Valhalla Fire District to transfer the amount of \$100,000.00 to the Repair Reserve Fund, and \$593,032.00 to the Capital Reserve Fund (subject to change per the auditors) from the balance of the 2023 General Fund. This motion was made by Comr. Deegan, seconded by Comr. McCarthy. MC.

This motion was made by Commissioner Deegan and, seconded by Commissioner McCarthy.

This Resolution was adopted at the Special End of Year meeting of the Fire Commissioners, Valhalla Fire District, held on the 10th of January 2024.

It was moved on a motion made by Comrs. McCarthy/Ciancio that the Special End of Year Meeting be adjourned at 7:15pm.

Respectfully submitted,

Kristen Ciancio
Secretary-Treasurer

Organizational Meeting of the Valhalla Board of Fire Commissioners for
January 10, 2024

The Organizational meeting of the Board of Fire Commissioners of the Valhalla Fire District for 2024 was held on January 10, 2024 and convened by Secretary Ciancio at 7:15pm. Secretary-Treasurer Ciancio administered the Oath of Office to re-elected Commissioner McCarthy. It was moved on a motion made by Comrs. McCarthy/Deegan that Comr. Bonanno serve as Chairman and Comr. Sciliano as Vice Chairman. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to appoint Kristen Ciancio District Secretary-Treasurer and RMO for 2024. MC. Chairman Ciancio administered the Oath of Office to the Secretary-Treasurer of the Valhalla Fire District Kristen Ciancio.

It was moved on a motion made by Comrs. McCarthy/Deegan that Scott Dow of the law firm Kornfeld, Rew, Newman, Simeone represent the Valhalla Fire District for 2024. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy that The Journal News be designated the official newspaper of the Valhalla Fire District for 2024. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy that Orange Bank & Trust be the depository of bank accounts of the Valhalla Fire District for 2024. MC.

It was moved on a motion made by Comrs. Deegan/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 Crystal Run Medical Service is designated as the district's primary physician and Health Care Facility, and Partners In Safety as secondary for 2024. MC

It was moved on a motion made by Comrs. McCarthy/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 2024 at a cost of \$14,500.00. 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 2023 at a cost not to exceed \$10,990.00 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. McCarthy/Deegan to continue with the investment policies currently in place. MC.

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

It was moved on a motion made by Comrs. Deegan/McCarthy to appoint Firefly as Actuary for the Service Award Program for the year 2024 at a cost not to exceed \$10,500.00. MC.

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

It was moved on a motion made by Comrs. Deegan/McCarthy to accept all fire hydrant leases. MC.

It was moved on a motion made by Comr. McCarthy/Deegan that Appraisal Affiliates be hired to maintain the district's fixed asset inventory for 2023 at a cost of \$1,200.00. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy for Secretary-Treasurer Ciancio to file the New York State Report with the State Comptroller no later than February 29, 2024. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to appoint Safety Officer for Independent Fire Company as Jimmy Stone and Valhalla Fire Co #1 as TBD. MC.

It was moved on a motion made by Comrs. Deegan/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/McCarthy 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, IAMResponding, generator, Cablevision, Alpine Software, KD Systems., copy machine, website, 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. McCarthy/Deegan to accept the IRS mileage reimbursement rate of \$.67 for 2024. MC.

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

It was moved on a motion made by Comrs. Deegan/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 7:23pm. MC.

Respectfully submitted,
Kristen Ciancio
Secretary-Treasurer

The Regular Monthly Meeting of the Board of Fire Commissioners for January 10, 2024

The regular monthly meeting of the Board of Fire Commissioners for January 10, 2024 was convened by Chairman Ciancio at 7:23pm.

In attendance was Comrs. McCarthy, Deegan, Ciancio, Asst. Chief DiPrinzio 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 13, 2023, pending 1 correction that the 'strainers were ordered'. MC.

Correspondence: 1) A letter from VFC #1 that AJ Olenchak and Marco Graci will turn 18 in January; 2) A letter from VFC #1 on the 2024 company officers; 3) A letter from VFC #1 accepting the resignation of James Scott; 4) A letter from Independent Fire Company accepting the application for membership for Cherad Assoe.

It was moved on a motion made by Comrs. Deegan/McCarthy to change the order of business to accept the application for and swear in a new member Cherad Assoe. MC.

TREASURER'S REPORT

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

CHECKS:

7377	AAA Emergency Supply Co.	74.78
7378	AFDSNY	500.00
7379	VOID	0.00
7380	Berger Hardware	58.48
7381	Combined Life Insurance	182.00
7382	DeLage Landen Financial	189.00
7383	Thomas Fox	350.00
7384	Grainger	207.50
7385	Michael Grieco	1,169.50
7386	Anthony Guiffreda	159.00
7387	KD Systems, Inc.	4,448.00
7388	McNeil & Company	9,920.00
7389	NYS Association of Fire Chiefs	200.00
7390	Security World	270.00
7391	Westchester County Assoc. of Fire Chiefs	250.00
7392	NYS DOT	100.00
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		18,078.46

FINANCIAL REPORT:

Balance Forward	\$ 32,210.62
Transfers	\$ 10,000.00
Vouchers	\$ 18,078.46
Closing Balance	\$ 24,132.16

STATUS OF ACCOUNTS:

Regular Checking	\$ 24,132.16
Fire District Money Market	\$ 240,839.04
Capital Reserve Checking	\$ 10,288.34
Capital Reserve Money Market	\$1,778,823.09
Building Reserve Money Market	\$ 422,644.38
Repair Reserve Money Market	\$ 525,142.38
TOTAL:	\$3,001,869.39

SERVICE AWARD PROGRAM:

Service Award Program – DBC	\$1,174,721.21
Service Award Program – DCP	\$ 343,247.78
TOTAL:	\$1,517,968.99

TRANSFERS:

TO:	Checking Acct #8388546	
FROM:	Money Market Acct #8388562	\$10,000.00

SECRETARY’S REPORT

Secretary-Treasurer Ciancio reported a \$3,500 grant was awarded and received from Stayin’ Alive and used towards the EOC upgrade; requested blinds on office windows; started updating 2023 Service Award documents required by Firefly Admin; reminded members to check monthly points for any errors rather than waiting until the end of the year when the points are posted; awarded and received \$2,500 grant from NYS DEC used for radios; FOIL request sent for 8/7/20 call on Foxhill Road; annual reminder to members on properly completing and timely filing of attendance sheets; PR needed for HVAC upgrade; have not received Firefighter 1 certificates for Graci, Olenchak or Koli – need attendance sheet for Jorge.

CHIEF’S REPORT

It was moved on a motion made by Comrs. McCarthy/Deegan to accept the Chief’s Report as read. MC. Activity Report for December 2023: 30 alarms for 221 hours; 4 drills for 45 hours; 2 meetings for 62 hours; 3 training for 95 hours; 19 misc. for 204 hours. TOTAL: 627 hours.

Asst. Chief DiPrinzio inquired if the department would be authorized to respond to ECHO calls; the department responded to a shed fire 12/14; department drill scheduled for 1/16; email sent to WMC Security on parking issues; had show and tell with a class

from VHS; Munger Pavilion entry issues; will talk to MPPD about running arson checks; talked with CAD about siren; 2023 fire reports completed.

Comr. Deegan thanked both companies for their time dedicated in 2023 that amounted to 9,994 hours combined for incidents and non-incidents.

COMMITTEE REPORTS

Comr. McCarthy reported Ronald Ct. water district passed the vote; Christmas decorations taken down and put away; Chief McGuinn reported radio issues on E82; E81 should be 2nd due apparatus; iPads for new apparatus have been ordered; equipment is needed to fill E82 compartments; foam eductor not received; need full list of equipment; E84 needs annual service; deemed E83 surplus for sale; DEF has been received and stores – members should use the sign-out sheet to keep track of usage.

Comr. Deegan reported the Service Award transfers have been made by Ameriprise; Firefly Admin will prepare GASB73 financial requirement; KD Systems has completed EOC update – members will be trained on the new equipment.

Chairman Ciancio reported physical requirements will be strictly enforced for 2024 as members now have several options to complete it within the year – there will no longer be extensions given as done in the past; recommended moving forward with a quote from AAA Emergency Supply Co for \$88,000 to replace the compressor; 2 sets of gear to be delivered 1/12/24; AED for E82 has been delivered; AED/CPR training is recommended annually to keep up on skills per NYS AED law – members from VFC #1 have not completed the course in over 2 years; there was a discussion on the siren; thanked members for their service in 2023 – will provide documents on recruiting new and retaining current members.

It was moved on a motion made by Comrs. McCarthy/Deegan to authorize a legal notice for the replacement of the compressor at a cost of \$88,000. MC.

It was moved on a motion made by Comrs. Deegan/McCarthy to authorize Engine 83 and the spare gear as surplus. MC.

It was moved on a motion made by Comrs. McCarthy/Deegan to accept the resignation, with regret, of James Scott. MC.

Chief McGuinn inquired status of his position for 2024. The Board explained that due to liability issues, he cannot be reinstated with the District/Department at this time until he is also returned to his full-time career firefighter position.

Lt. Kohany discussed the reason physicals must be completed by 12/1 is a requirement to be in compliance per the NYS Cancer bill.

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 8:50pm. MC.

Respectfully submitted,

Kristen Ciancio
District Secretary-Treasurer