

MONTHLY MEETING: August 8, 2023

Present:

Comm. Charles Moseman
Comm. Martin McGannon
Comm. David Klaus
Comm. Jason Swart
Secy/Treas. Jeanmarie Klaus
Atty. Tara Tully
Asst. Chief Paul Liberatore

Absent:

Comm. Joseph Schneider
Asst. Chief Matthew Lauria
Chief Tim Mentrasti

Meeting opened by Chm. Moseman at 7:30 p.m.

VOUCHERS:

Motion: Comm. McGannon to audit the attached submitted vouchers and authorize payment of those approved
Second: Comm. Klaus
All voting aye

PENDING

MINUTES:

Motion: Comm. Swart to accept the June & July monthly meeting minutes as amended
Second: Comm. Klaus
All voting aye

SECRETARY/TREASURER'S REPORT:

1. Bank Balance as of 07/31/2023 - reconciled

Operating Fund:

Bank Balance **\$4,050,938.54**

Outstanding Checks ~~(2,782.33)~~

Operating Register Balance **\$4,048,156.21**

Reserve Fund:

Apparatus \$964,514.33

Communications 244,032.91

Repair 239,612.78

Station #3 Construction 92,074.27

Ladder 753,067.51

Reserve Bank Balance **\$2,293,301.80**

Total Bank Balance **\$6,341,458.01**

APPROVAL

2. Register Balance to date – unreconciled

Operating Fund \$1,001,791.25

CD 3,022,747.29

Apparatus 964,514.33

Communications 225,065.91

Repair 239,612.78

Station #3 92,074.27

Ladder 753,067.51

Total Register Balance \$6,298,873.34

3. The bond money, plus accumulated interest was placed in a five percent 7 months cd August 3, 2023. The total amount is \$3,022,747.29.

4. The following budget line items have to be adjusted:

Radio-Equipment + \$10,000

Contingency Fund + \$26,681.25

Bond Principal – Station #2 + \$25,000

Bond Interest – Station #2 - \$3,250

Bond Principal – Apparatus + \$25,000
Bond Interest – Apparatus - 83,431.25
Motion: Comm. McGannon to approve the budget line item adjustments
Second: Comm. Klaus
All voting aye

CHIEFS' REPORT:

1. Alarms for the month were reported
2. See attached
 - Discussion on purchasing 15 microphones for the portable radios
 - October 15 – going back to traditional Open House instead of going to Fall Festival

DIVE:

See attached

APPARATUS:

Various repairs and maintenance items discussed

JUNIOR CORPS:

2 new members – total of 10 members

COMMUNICATIONS:

1. Motion: Comm. McGannon to purchase 15 microphones for existing portable radios from Metrocom under NYS Contract PT-68722

Second: Comm. Klaus

All voting aye

2. Motion: Comm. McGannon to withdraw \$8,000 from the Communication Reserve for 15 microphones

Second: Comm. Swart

All voting aye

PENDING

APPROVAL

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Board of Fire Commissioners of the Yorktown Heights Fire District in the Town of Yorktown, Westchester County, New York, at a meeting held on the 8th day of August 2023, duly adopted the following resolution, subject to permissive referendum.

A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF THE YORKTOWN HEIGHTS FIRE DISTRICT, TOWN OF YORKTOWN, WESTCHESTER COUNTY, NEW YORK, TO WITHDRAW UP TO \$8,000 FROM THE COMMUNICATION RESERVE FUND FOR THE PURPOSE OF PURCHASING 15 MICROPHONES FOR THE EXISTING PORTABLE RADIOS.

WHEREAS the equipment is necessary for the enhancement of fire communication for the Yorktown Heights Fire District

RESOLVED by the Board of Fire Commissioners of the Yorktown Heights Fire District that the District shall purchase pagers and it is further

RESOLVED that the purchase shall be made with monies withdrawn from the Communication Reserve Fund not to exceed the sum of \$8,000.00 and it is further

RESOLVED that this Resolution is adopted subject to a permissive referendum.

PLEASE TAKE FURTHER NOTICE that the adoption of this Resolution is subject to permissive referendum pursuant to Section 6-g (4) of the General Municipal Law and shall take effect thirty (30) days after its adoption, unless there shall be filed in the interim with the Fire District Secretary a petition signed and acknowledged or approved in the same manner as a Deed to be recorded by resident tax payers of the District owning taxable real property aggregating at least ¼ of the assessed valuation of all taxable real property of the Fire District as such valuations appear on the latest completed assessment of the Town of Yorktown, protesting

against such Resolution and requesting that it be submitted to the qualified electors of the Fire District for their approval.

By order of the Commissioners of the Yorktown Heights Fire District.

Jeanmarie Klaus
Secretary
Yorktown Heights Fire District
914-962-5561

BUILDINGS & GROUNDS

1. Various repairs & maintenance discussed
2. The only estimate received to install mini splits for the Radio & Commissioners rooms was from HVAC Specialists Inc. for \$11,380 to furnish & install

Motion: Comm. McGannon

Second: Comm. Swart

All voting aye

3. Certificate for renewal for bulk tank storage.

Motion: Comm. McGannon approve to renew with Lou Mastro as primary Class A Operator until Comm. Schneider completes the certification course.

Second: Comm. Klaus

All voting aye

INSURANCE:

There was a discussion on the Provident Accident & Health policy

Motion: Comm. Swart to renew policy for one year at a cost of \$1,960

Second: Comm. Klaus

All voting aye

NEW CONSTRUCTION:

1. Atty. Tully reported on discussion with Fire Company's attorney.
2. Comm. Klaus reported on discussion with Peter Helmes.

RECRUITMENT:

Applications due by September 1st

UNIFORMS:

Discussion on various options for firefighter sweatshirt.

Motion: Comm. McGannon to allocate up to \$9,000 for 125 three season fleeces

Second: Comm. Klaus

All voting aye

PURCHASING:

Motion: Comm. McGannon to purchase laptop for Comm. Schneider

Second: Comm. Klaus

All voting aye

NEW BUSINESS:

Committee list was revised – see attached

EXECUTIVE SESSION:

Motion: Comm. Swart to enter into Executive Session at 9:04 pm to discuss personnel matters.

Second: Comm. Klaus

All voting aye

Meeting reopened to public at 9:42 p.m.

ADJOURNMENT:

Motion: Comm. Swart to adjourn at 9:43 p.m.

Second: Comm. Klaus

All voting aye.

PENDING

APPROVAL

**Yorktown Heights Fire District
2023 Payout Record**

Month: Aug-23

Page No.: 10

| Vo.# | Claimant (Name & Address) | Appropriation: | | Check: | |
|------|-------------------------------------|----------------|-----------|-----------|----------|
| | | Acct.# | Amount | Amount | Number |
| 222 | Capital One Bank | A3410.4 | 154.31 | 154.31 | eft |
| 222 | Wex Bank | A3410.4 | 874.86 | 874.86 | eft |
| 223 | AT&T Mobility | A3410.4 | 318.83 | 318.83 | eft |
| 224 | Standard Life Insurance Company | A9045.8 | 1,102.64 | 1,102.64 | 4746 |
| 225 | Verizon | A3410.4 | 209.07 | 209.07 | 4747 |
| 226 | Verizon Broadband | A3410.4 | 37.99 | 37.99 | 4748 |
| 227 | Water Dept. | A3410.4 | 106.20 | 106.20 | 4750 |
| 228 | Ingersoll Rand | A3410.4 | 2,608.74 | 2,608.74 | 4751 |
| 229 | DAS 3 Yorktown | A3410.4 | 176.84 | 176.84 | 4752 |
| 230 | Almeida Oil Co. | A3410.4 | 1,942.69 | 1,942.69 | 4753 |
| 231 | The Journal News | A3410.4 | 210.00 | 210.00 | 4754 |
| 232 | Advantage Emergency Devices, Inc | A3410.4 | 159.00 | 159.00 | 4755 |
| 233 | Arco Cleaning Maintenance | A3410.4 | 1,000.00 | 1,000.00 | 4756 |
| 234 | Tully Law Office PC | A3410.4 | 1,666.67 | 1,666.67 | 4757 |
| 235 | Androsko Landscape Contractors Inc. | A3410.4 | 1,640.80 | 1,640.80 | 4758 |
| 236 | MES-New York | A3410.4 | 4,155.06 | 4,155.06 | 4759 |
| 237 | Hudson Valley Fire Equipment LLC | A3410.4 | 14,900.41 | 14,900.41 | 4760 |
| 238 | Optimum | A3410.4 | 17.17 | 17.17 | 4761 |
| 239 | AFD State of New York | A3410.4 | 500.00 | 500.00 | 4762 |
| 240 | Hudson Valley Fire Equipment LLC | A3410.4 | 0.00 | 0.00 | 4763 |
| 241 | AAA Emergency Supply Co. Inc. | A3410.4 | 1,654.34 | 1,654.34 | 4764 |
| 242 | Marshall Alarm Systems | A3410.4 | 2,218.65 | 2,218.65 | 4765 |
| 243 | Verizon | A3410.4 | 852.34 | 852.34 | 4766 |
| 244 | Staples | A3410.4 | 4.00 | 4.00 | 4767 |
| 245 | Fiber1 Solutions LLC | A3410.4 | 1,239.67 | 1,239.67 | 4768 |
| 246 | Westchester County Dept. of Health | A3410.4 | 660.00 | 660.00 | 4769 |
| 247 | Halston Media | A3410.4 | 135.40 | 135.40 | 4770 |
| 248 | HVAC Specialists Inc | A3410.4 | 5,690.00 | 5,690.00 | 4771 |
| 249 | Verizon | A3410.4 | 205.96 | 205.96 | 4772 |
| 250 | NYS Employment Taxes | A601 | 660.81 | 660.81 | 357694 |
| 251 | U.S. Treasury | A601/A9030.8 | 2,373.13 | 2,373.13 | 41256979 |
| 252 | Klaus, Jeanmarie / dd fee | A3410.1 | 1,904.75 | 1,904.75 | dd |
| | | | | | |
| | | | | | |
| | TOTALS | | 49,380.33 | 49,380.33 | |

I certify these claims were audited and allowed by the Fire District Commissioners. Each claimant was paid the amount opposite his name.

Date Aug-23

Jeanmarie Klaus

Fire District
Sec/Treas.

**Yorktown Heights Fire District
2023 Payout Record**

| Vo.# | Claimant (Name & Address) | Appropriation: | | Check: | |
|-----------------|-------------------------------|----------------|------------------|------------------|--------|
| | | Acct.# | Amount | Amount | Number |
| | Previous Balance | | 49,380.33 | 49,380.33 | |
| 253 | RBC Wealth Management | A9025.8 | 29,967.23 | 29,967.23 | 4773 |
| 254 | Con Ed | A3410.4 | 464.47 | 464.47 | eft |
| PENDING | | | | | |
| APPROVAL | | | | | |
| | Check 4749 - replaces ck 4490 | | | | |
| | TOTALS | | 79,812.03 | 79,812.03 | |

I certify these claims were audited and allowed by the Fire District Commissioners. Each claimant was paid the amount opposite his name.

Date Aug-23

Jeanmarie Klaus

Fire District
Sec/Treas.

COMMITTEES – 2023

CHAIRMAN

APPARATUS - MAINTENANCE

Klaus

McGannon

| | | |
|------------------------|-----------|-----------|
| AUDIT | Moseman | McGannon |
| BUILDING & GROUNDS | Schneider | Swart |
| COMMUNICATIONS | Klaus | McGannon |
| DRY HYDRANT | McGannon | Klaus |
| EQUIPMENT & PURCHASING | McGannon | Klaus |
| INSURANCE | Moseman | Schneider |
| LEASE | Schneider | Klaus |
| NEW CONSTRUCTION | Klaus | McGannon |
| PURCHASING APPARATUS | Swart | McGannon |
| SERVICE AWARDS | Schneider | Swart |
| UNIFORMS | McGannon | Swart |
| EEOC OFFICER | Klaus, D | Klaus, J |

LIAISON:

| | |
|-------------------|----------|
| FIRE COMPANY | Moseman |
| POLICE DEPARTMENT | Swart |
| TOWN HALL | McGannon |

PENDING

APPROVAL



**Yorktown Heights Fire District
Budget
Revised August 8, 2023**

| | <u>2022 Budget</u> | <u>2023 Budget</u> |
|---|---------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Real Property Taxes | 1,513,069.00 | 1,950,846.00 |
| Interest | 300.00 | 300.00 |
| Insurance Recoveries | | |
| Miscellaneous Revenue - CC Rewards | | |
| Total Income | <u>1,513,369.00</u> | <u>1,951,146.00</u> |
| Expense | | |
| Fire Protection Contractual | | |
| Annual Inspection | 5,000.00 | 5,000.00 |
| Apparatus Expense | 150,000.00 | 200,000.00 |
| Apparatus - Ins. Recoveries Exp | 0.00 | 0.00 |
| Buildings & Grounds | 90,000.00 | 90,000.00 |
| Buildings & Grounds - Ins. Recoveries Exp | 0.00 | 0.00 |
| Certiorari | 5,000.00 | 5,000.00 |
| Dues | 2,000.00 | 2,000.00 |
| Election Expense | 1,000.00 | 1,000.00 |
| Professional Fees | 50,000.00 | 50,000.00 |
| Medical/Physical Fitness | 25,000.00 | 25,000.00 |
| Dry Hydrant | 10,000.00 | 10,000.00 |
| Equipment Purchases | 60,000.00 | 60,000.00 |
| Equipment-Repairs/Maintenance | 40,000.00 | 40,000.00 |
| Equipment-Dive Team | 12,000.00 | 12,000.00 |
| Radios-Equipment | 9,128.60 | 16,000.00 |
| Radios-Repairs/Maintenance | 6,552.66 | 5,000.00 |
| Insurance-General | 82,260.52 | 90,000.00 |
| IT | 15,000.00 | 15,000.00 |
| Training & Meetings | 8,058.22 | 10,000.00 |
| Stationery & Postage | 2,000.00 | 2,000.00 |
| Miscellaneous-Notices | 3,000.00 | 3,000.00 |
| Recruitment | 3,000.00 | 3,000.00 |
| Rent | 79,800.00 | 82,000.00 |
| Uniforms | 4,000.00 | 4,000.00 |
| Supplies | 19,563.00 | 19,563.00 |
| Telephone | 15,000.00 | 15,000.00 |
| Utilities | 25,000.00 | 40,000.00 |
| Contingency Fund | 0.00 | 31,681.25 |
| Total Fire Protection Contractual | <u>722,363.00</u> | <u>836,244.25</u> |
| Retirement | 12,000.00 | 10,000.00 |
| Service Awards Admin. Expenses | 2,200.00 | 2,200.00 |
| Service Awards Contributions | 27,800.00 | 27,800.00 |
| Payroll Expense | 54,000.00 | 55,000.00 |
| Taxes-Payroll | 4,131.00 | 4,208.00 |
| Insurance-Workers Comp. | 80,000.00 | 80,000.00 |
| Insurance-Life | 18,000.00 | 18,000.00 |
| Bond - Station #2 | 150,000.00 | 175,000.00 |

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| | | |
|----------------------------|---------------------|---------------------|
| Interest-Bond - Station #2 | 12,875.00 | 9,625.00 |
| Bond - Apparatus | 0.00 | 165,000.00 |
| Interest-Bond - Apparatus | 0.00 | 88,068.75 |
| Reserve Funds | | |
| Apparatus Reserve | 250,000.00 | 300,000.00 |
| Communication Reserve | 75,000.00 | 75,000.00 |
| Repair Reserve | 45,000.00 | 45,000.00 |
| Ladder Reserve | 60,000.00 | 60,000.00 |
| Total Reserve Funds | <u>430,000.00</u> | <u>480,000.00</u> |
| Total Expense | <u>1,513,369.00</u> | <u>1,951,146.00</u> |
| Net Ordinary Income | 0.00 | 0.00 |

PENDING

APPROVAL

August 2023 Fire District Meeting- Chiefs Report

Training:

Fall events for live fire being scheduled.

Purchases:

None

New:

Open House October 15th at YHFD HQ

Repair/ Replacement:

None

Dive:

Multiple drills completed.

Members completing PADI open water class.

Apparatus:

Car 2531 –66,403 miles 2015 suburban

Car 2532- 15,898 Miles 2019 Tahoe

Car 2533- 96,880 miles 2016 Tahoe

U-83. 66,953 miles 2013 Tahoe

U-36- 102,054 Miles- 2011 Suburban

PENDING

APPROVAL

The following are the fire calls for July 2023;

Automatic Alarms – 33
Utility Assist – 16
Motor Vehicle Accidents – 14
Flood Assessments – 10
Smoke Investigation – 4
Structural – 3
Rubbish Fire – 2
Electrical Fire – 1
CO Alarms – 4
Civilian Assist – 1
Car Fire – 1
Dive Call – 1
EMS Assist – 1

PENDING

Mutual Aid –

FAST – 5
Tanker – 1
Dive - 1

Total Calls for July = 98
Total Calls for 2023 = 450

APPROVAL