NEW CASTLE FIRE DISTRICT No. 1
Est. 1925

Board of Fire Commissioners
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The Regular Monthly Meeting of the Board of Fire Commissioners of New Castle Fire District No. 1 was held at 491 King Street, Chappaqua, New York on the 18th of April, 2024 commencing at 7:00pm. The Meeting was videotaped by the New Castle Community Media Center ("NCCMC") and is available for viewing on the NCCMC website (NCCMC.com) or on NCFD1.org.

Present
Dwight Smith, Chairman
Edwin Frank, Commissioner
Michael Soldo, Commissioner
Nancy Zezze, Commissioner

Also Present
Christine Dennett, Secretary
Mark Green, Treasurer

Absent
Charles Rauch, Commissioner

Pledge of Allegiance

Commissioner Zezze led the *Pledge of Allegiance* and the Board held a moment of silence for all the deceased members.

Correspondence

- Email from Eric Nicolaysen
- Westchester County Chief's Association
- Millwood Inspection

Chief's Report:

- Annual Inspection is May 19th.
- Red Alert Kiosks need to be replaced in the amount of $4,550.
- Backup batteries for the Chief's Office need to be purchased in the amount of $896.

- The servers are not being backed up. The cost is $129 per month.
- The Chief proposed that Assistant Chief Lange be the Technology Officer and included in technology discussions and purchases.
- An OSHA session is being offered by the Chief's Association on April 26th.
- A request to purchase K9 oxygen masks for all apparatus was made.
- The Chief's Election was held with the following slate elected into office.

Chief Paul Eiden
First Assistant Chief Greg Lange
Second Assistant Chief Michael Zezze

Upon motion by Commissioner Frank, seconded by Commissioner Soldo, the Board voted unanimously with a vote of 4-0 to approve Paul Eiden as Chief and Greg Lange as First Assistant Chief and with one abstention from Commissioner Zezze a vote of 3-0-1 to approve Michael Zezze as Second Assistant Chief.

Upon motion by Commissioner Zezze, seconded by Commissioner Soldo, the Board voted unanimously to approve the Chief's expenses in the amount of $569.99 with a vote of 5-0.

Approval of Meeting Minutes:

Upon motion by Commissioner Soldo, seconded by Commissioner Zezze, the Board voted unanimously to approve the minutes of the Regular Meeting on March 21, 2024 and the Special Meetings of March 25, 2024 and April 13, 2024 with a vote of 4-0.

Committee Reports:

Commissioner Frank:

a) Technology – no report
b) Engineering/Building – no report
c) Projects – a timeline of important upcoming dates was provided.

- April 22 – bids out to public
- May 6 – public walk through at 10:00am
- May 22 – bids due at 5:50pm

Commissioner Rauch:

a) Finance – no report
b) Purchasing – no report
c) Technology – no report.
d) House – no report.
e) Fire Department Liaison – no report

Commissioner Soldo

a) Uniforms/Turnout Gear

- Thanks to the Chief for filling out Globe Gear Giveaway paperwork.
- Waiting on AAA order.

b) Town Liaisons – no report.
c) Legal and Contract Review – no report.

Commissioner Zezze

a) Insurance – up to date.
b) House

- The shorelines were moved.
- The stairlift deposit was paid and ordered. It will be installed next week. The draft policy was distributed.
- There will be a cleanout of the storage area and a dumpster ordered for the debris.
- The new landscaping company has started.
- Lighting at Elm Street was repaired and replaced with LED lights.
- The neighbors should be kept informed of the project status.
- Some dead trees on the north side will be removed.
- The mason will start work on the bay area.
- The Lutheran Church will reach out regarding steps at Senter Street.

c) Medical/Physicals – no report.
d) Legal and Contract Review – no report.
e) Fire Department Liaison

- Thanks to the Department for their work at the recent structure fire.
- In discussion with Interstate regarding the OSHA changes.

f) Grants - A grant will be submitted to NYS Office of Homeland Security by April 30th.

Commissioner Zezze suggested changing the Project Work Sessions to Special Meetings so business could be acted on if necessary.

Chairman Smith:

a) Trucks

- Vulcan hand lights were installed on Tower Ladder 27 and 146.
- 146 had a low tire repaired.
- Hendrickson quoted a price of $1,500 to repair the cab lift. The Board decided to wait on the repair.

b) Communications – no report
   - A single pocket radio was ordered for 155.
   - A quote for 5 new pagers will be sought out.
c) Projects – no report

Old Business:

a) District Policies Discussion –a Special Meeting will be held on April 23rd at 6:00pm.

b) Website Update Discussion – updates have been made.
c) Meeting Video Recording Discussion – recordings have resumed.
d) Project Update – timeline provided and neighbors will be updated.

New Business:

a) OSHA Updates

Various entities have been offering sessions on the updates. Interstate should be compensated for their help and input navigating the changes.

Treasurer's Report:

- An overview of the accounts status was provided.
- An expense versus budget report will be provided to the Chief. A preferred format will be collaborated on by both the Treasurer and the Chief.
- Pending invoices will be picked up on a weekly basis. Paper is preferred for record and auditing purposes. Recurring invoices may need to be addressed with higher dollar limits.
- The bank authorizations are complete.
- A purchase order policy and procedure will be worked on.
- A check bounced but the account was in good standing due to a signature issue. It's been reissued.
- The Verizon bills will be investigated as to why there are so many accounts.
- The AFR report is being filed.
- Approval of Check Register

Upon motion by Commissioner Zezze, seconded by Commissioner Frank, the Board voted unanimously to approve the Check Register for March for the General Fund in the amount of $151,057.74 with a vote of 4-0.

Public Comment:

Mr. Barry Zezze asked if the floors would be strong enough to hold fitness equipment and if there was an archive online of the minutes prior to 2021. He stated a file should be kept of construction photos and he'd check his files for when Garson bought the property near Senter Street.

Future Dates:

A Special Meeting will be held on April 23, 2024 at 6:00pm. A Project Special Meeting will be held on Monday, May 13, 2024 at 6:00pm. The next Regular Meeting is scheduled for Thursday, May 16, 2024 at 7:00pm with a Work Session beginning at 6:30pm. Email any questions and concerns for the Board's consideration for any meeting to BOFC@NCFD1.org.

Adjournment:

Upon motion by Commissioner Soldo, seconded by Commissioner Frank, the Board voted unanimously to adjourn the regular meeting at 8:41pm with a vote of 4-0.

Respectfully submitted,
Christine Dennett
Fire District Secretary

May 2, 2024