

UNAPPROVED

ONTARIO FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS MEETING
Minutes
December 5, 2024

- 1. Meeting Called to Order at 7:04 pm by Chairman A. Thompson.**
 - a. Pledge of Allegiance
 - b. Commissioners Present: Commr. J. Agnello, Commr. A. Thompson, Commr. R. Doyle & Commr. M. Wyse. Excused: Commr. C. Breed
 - c. Chief Officer(s) Present: J. Dundon (13-1) & S. Trottier (13-2)
 - d. OFC Members Present: None
 - e. Public / Salesperson Present: None
- 2. Public / Salesperson's Comments:** None
- 3. Motion to accept minutes of previous meeting(s) as presented or with corrections as noted.**
 - a. November 7, 2024 Business Meeting Minutes.
 - i. Motion to accept minutes above by Commr. M. Wyse, Second by Commr. J. Agnello; Motion Carries 4-0.
- 4. Chief's Report:** Report on File.
 - a. Firefighter Shaina McBride has passed all requirements to be cleared as a driver on BR-30, I am requesting district approval for FF S. McBride to drive and operate BR-30.
 - i. Motion to approve above request made by Commr. M. Wyse, Second by Commr. R. Doyle; Motion Carries 4-0.
- 5. Treasurer's Report:**
 - a. The RFP for our annual audit has been published and distributed.
 - i. As of today, we have received 5 requests for the bid package.
 - b. Motion to Accept the 11/30/24 Treasurer's Report made by Commr. M. Wyse, Second by Commr. J. Agnello; Motion Carries 4-0.
 - c. Motion to pay before audit claims: #(s) 8357 – 8362 totaling \$2,743.65 from the General Fund.
 - i. Motion by Commr. J. Agnello, Second by Commr. R. Doyle; Motion Carries 4-0.
 - d. Motion to pay audited claims: #s 8364 – 8394 excluding 8387 & 8374 totaling \$68,232.79 from the General Fund.
 - i. Motion Re: 8390 adjust term to 1 yr adding \$85.00 and 8388 hold back \$2000.00 to ensure completion of open items made by Commr. M. Wyse, second by Commr. J. Agnello; Motion Carries 3-1 Thompson.
 - ii. Motion to pay amended claims made by Commr. M. Wyse, Second by Commr. J. Agnello; Motion Carries 4-0.
 - e. Motion to pay claim #8387 to Depositors Trust in the amount of \$239,409.37 (Sta 3 Bond) claim #8374 to LNB in the amount of \$78,105.00 (Sta 2 Bond) from the General Fund.
 - i. Motion by Commr. J. Agnello, Second by Commr. M. Wyse; Motion Carries 4-0.

UNAPPROVED

6. Communications / Correspondence:

- a. M&T Bank – Collateral Statement, Filed
- b. E-ZPass Statement
- c. Lowe’s Home Centers, LLC – Request for customer account updates. Secretary to handle.
- d. Town of Ontario Assessor – Update tax exemption papers, to Commr. Wyse
- e. NEFCO Fire Investigations – FOIL request re: WCSD fire. Referred to Chief.
- f. Depository Trust Co. – Bond redemption certificate (\$230,000) payable 12/15/24.
- g. AFDSNY – Commissioner training schedule and reg form.
- h. Freed Maxick – Unable to provide audit services.
- i. WCSD – Budget Survey

- j. Solicitations:
 - i. NY Labor Law Poster Service
 - ii. Quickbooks

7. Secretary’s Report:

- a. Inspection dinner invitations are out and we received 25 confirmed attending.
- b. FOIL request; no progress. Email to PD Russel was rejected, a letter will be sent by USPS stating the requested document was not found.
- c. Elections – I have received 2 letters of intent to run for the position of fire district commissioner. A third & fourth request was received and later rescinded by Jim Switzer and Scott Schell. A sample ballot is available.
 - i. Jim Church
 - ii. Frank Robusto
- d. Request for Proposals from external auditors to audit our financials for 2024 has been published in the Times of Wayne County. I also sent a copy of the notice to 7 firms.

8. Committee Reports:

- a. Legal / Commr. R. Doyle: No Report

- b. Buildings / Commr. A. Thompson: No Report on File
 - i. The painting project is mostly complete; touchups and down spouts remain.
 - ii. The flooring project begins Monsay 12/16/24 and is scheduled to be completed in 1 week.
 - iii. The movers will clear the furnishings from the floor project area on Friday 12/13 and replace the furnishings on Monday 12/23.
 - iv. The Auxiliary’s closet project is well under way. They plan to move the cabinet into the media room.
 - v. There has been a request in converting the copier area into an office by adding a door. No action taken.
 - vi. LMC has been working on the hydronic heating system.

- c. Property / Commr. C. Breed: No Report

- d. Apparatus / Commr. J. Agnello: Report on File

UNAPPROVED

- e. Finance / Commr. M. Wyse: No Report

9. Action Items:

- a. A request has been received from FF J. Smith to use the meeting space at Station 3 for a meeting of the board of the Wayne Eagles Football & Cheerleading club on January 15, 2025.
 - i. Motion to approve the request above Commr. J. Agnello, Second by Commr. A. Thompson; Motion Carries 4-0.
- b. A motion to surplus the PC in the lounge with the outdated operating system and donate it to the Ontario Fire Company to operate the electronic sign board (where the software requires the older OS) was made by Commr. M. Wyse, Second by Commr. R. Doyle; Motion Carries 4-0.

10. Unfinished Business:

11. New Business:

12. Upcoming Meetings:

- a. Elections are Tuesday December 10, 2024 from 6:00 to 9:00pm at Station 1.
- b. The next business meeting is the year-end meeting December 26, 2024 at 6:30pm.
- c. The annual reorganization meeting is January 9, 2024 at 7:00pm.
- d. The next business meeting is January 9, 2024 following the re-org meeting.

14. Motion to Adjourn:

- a. Made at 7:49 pm by Commr. R. Doyle, Second by Commr. A. Thompson; Motion Carries 4-0.

Respectfully Submitted,



P. Matt Prinsen, Secretary

Reports attached;

Chief's

Apparatus / Commr. J. Agnello

Chief's report to the Ontario Fire District

12/5/2024

- Chief vehicle mileage
 - 2020 Tahoe is 58,130 miles
 - 2018 Tahoe is 67,000 miles
 - 2016 Tahoe is 74,623 miles
- Training update
 - In November we had 4 fire schools with an average attendance of 14
 - December Trainings
 - December 9th, 1900hrs Radiological training for emergency workers.
 - December 17th, 1900hrs, TBD
 - December 23rd, 1900hrs, Firefighter CPR
- Response update
 - In November we responded to 28 calls for service. As of November 30th we are at 353 calls for the year.
 - We had a working fire at the middle school that did cause smoke damage in a big part of the school. Firefighters were able to extinguish the fire with a water can.
- Firefighter Shaina McBride has passed all requirements to be cleared as a driver on BR-30, I am requesting district approval for FF McBride to drive and operate BR-30
- The combi tool that I got approval for last month was delivered this week. We were able to get the price almost 700 dollars cheaper than the original quote.

Respectfully submitted,

Joshua P. Dundon

Fire Chief

APPARATUS REPORT

December 2024

- BR-30** -All good with trucks
 - LT. needs to clean battery posts and electrical connects
 - LT. needs to do truck reports third month with oil change notice on
- E-57** -Paint address with Colden, fixed heater knob
- R-8** -Retarder issues again been looked at and could not make it happen again
- T-2** -In good shape
- E-67** -All issues have been address and fixed, camera is working now
- E-77** -Cab lift not working, waiting for parts, going in on Thursday (DONE)
 - Working on P/M on all trucks in January of 2025
- 13-3'** -Buggy had a ECM unit go down being repaired and tested and ready to go
- M-73** -Going in tonight for an oil change
- Trailer** -at Station 1 to be clean and winterized and put at Station 2

Respectfully submitted,

John R. Agnello

12/5/24

Ontario Fire District #1

Balance Sheet

As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1_ Checking Acct - Lyons#0006	15,518.93
2_ General Fund - Lyons #5396	907,646.62
3_ Capital Reserve - Lyons #0184	327,437.46
4_ Capital Reserve CD	750,000.00
5_ Debit Account	3,935.15
Total Checking/Savings	2,004,538.16
Other Current Assets	
Prepaid Expenses	14,586.23
Total Other Current Assets	14,586.23
Total Current Assets	2,019,124.39
Other Assets	
Amount to be Provided for Bonds	1,965,000.00
Total Other Assets	1,965,000.00
TOTAL ASSETS	3,984,124.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-13.00
Total Accounts Payable	-13.00
Total Current Liabilities	-13.00
Long Term Liabilities	
Bond Payable - Station #2	300,000.00
Bond Payable - Station #3	1,665,000.00
Total Long Term Liabilities	1,965,000.00
Total Liabilities	1,964,987.00
Equity	
Fund Equity - Capital Reserve	1,025,673.81
Fund Equity - Unreserved	
Equity - Not in Spendable Form	14,586.23
Total Fund Equity - Unreserved	14,586.23
Unrestricted Fund Equity	306,672.35
Net Income	672,205.00
Total Equity	2,019,137.39
TOTAL LIABILITIES & EQUITY	3,984,124.39

Ontario Fire District #1 Profit & Loss Budget vs. Actual January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Earnings	16,556.60	7,500.00	9,056.60	220.8%
Interest Income - Restricted	51,763.65			
PILOT Revenue - Ginna	105,768.00	105,768.00	0.00	100.0%
Real Property Tax Assessments	779,066.00	779,065.00	1.00	100.0%
Refund of Expenditures	1,825.00			
Rentals (RG&E)	200.00	200.00	0.00	100.0%
Total Income	955,179.25	892,533.00	62,646.25	107.0%
Gross Profit	955,179.25	892,533.00	62,646.25	107.0%
Expense				
Association Dues - A-3410.414	340.00	800.00	-460.00	42.5%
Contract Services				
Accounting & Legal - A-3410.456	6,749.93	12,000.00	-5,250.07	56.2%
Surveying Fees - A-3410.462	0.00	2,500.00	-2,500.00	0.0%
Total Contract Services	6,749.93	14,500.00	-7,750.07	46.6%
Drills, Parades, - A-3410.417	2,058.00	3,000.00	-942.00	68.6%
Election Inspect. - A-3410.413	0.00	420.00	-420.00	0.0%
Equipment Purch - A-3410.200	52,377.63	86,300.00	-33,922.37	60.7%
Facilities and Equipment				
Bldg Repair/Maint - A-3410.442	51,619.72	150,000.00	-98,380.28	34.4%
Building Utilities - A-3410.422	19,162.65	33,000.00	-13,837.35	58.1%
Motor Fuel - A-3410.421	7,529.89	12,000.00	-4,470.11	62.7%
Repairs -Equipment - A-3410.444				
Equipment PM	0.00			
Repairs -Equipment - A-3410.444 - Other	32,938.25	40,000.00	-7,061.75	82.3%
Total Repairs -Equipment - A-3410.444	32,938.25	40,000.00	-7,061.75	82.3%
Total Facilities and Equipment	111,250.51	235,000.00	-123,749.49	47.3%
Fire Training - A-3410.470	263.94	7,500.00	-7,236.06	3.5%
Insurance - A-3410.432	70,465.82	84,984.00	-14,518.18	82.9%
Medical - A-3410.441	4,360.00	9,000.00	-4,640.00	48.4%
Operations				
Office Supplies - A-3410.418	380.49	5,000.00	-4,619.51	7.6%
Postage - A-3410.411	304.00	500.00	-196.00	60.8%
Public Notices - A-3410.412	123.39	300.00	-176.61	41.1%
Telephone, Telecom - A-3410.420	7,405.51	9,000.00	-1,594.49	82.3%
Total Operations	8,213.39	14,800.00	-6,586.61	55.5%
Other - A-3410.499	628.22	5,000.00	-4,371.78	12.6%
Payroll - Treasurer A-3410.100	7,650.00	9,200.00	-1,550.00	83.2%
Travel and Meetings				
Convention/Seminar - A-3410.415	0.00	5,000.00	-5,000.00	0.0%
Travel - A-3410.416	319.80	5,000.00	-4,680.20	6.4%
Travel and Meetings - Other	0.00			
Total Travel and Meetings	319.80	10,000.00	-9,680.20	3.2%

4:32 PM

12/02/24

Accrual Basis

Ontario Fire District #1
Profit & Loss Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Uniforms - A-3410.419	5,782.63	10,000.00	-4,217.37	57.8%
Total Expense	270,459.87	490,504.00	-220,044.13	55.1%
Net Ordinary Income	684,719.38	402,029.00	282,690.38	170.3%
Other Income/Expense				
Other Expense				
Bond Interest - A-9711.700	12,514.38	25,029.00	-12,514.62	50.0%
Bond Redemption - A-9711.600	0.00	305,000.00	-305,000.00	0.0%
Total Other Expense	12,514.38	330,029.00	-317,514.62	3.8%
Net Other Income	-12,514.38	-330,029.00	317,514.62	3.8%
Net Income	672,205.00	72,000.00	600,205.00	933.6%

Ontario Fire District #1 Reconciliation Detail

1_Checking Acct - Lyons#0006, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,689.86
Cleared Transactions						
Checks and Payments - 27 items						
Bill Pmt -Check	11/08/2024	11191	MES	X	-3,084.70	-3,084.70
Bill Pmt -Check	11/08/2024	11180	Altra Rental	X	-1,566.13	-4,650.83
Bill Pmt -Check	11/08/2024	11205	RG&E	X	-1,391.06	-6,041.89
Bill Pmt -Check	11/08/2024	11188	JME Automotive	X	-1,341.16	-7,383.05
Bill Pmt -Check	11/08/2024	11196	Power Products Unli...	X	-1,193.70	-8,576.75
Bill Pmt -Check	11/08/2024	11195	PMPPrinsen	X	-765.00	-9,341.75
Bill Pmt -Check	11/08/2024	11186	DiVal Safety Equipm...	X	-756.78	-10,098.53
Bill Pmt -Check	11/08/2024	11182	Apple Town Woodw...	X	-720.00	-10,818.53
Bill Pmt -Check	11/08/2024	11193	Ontario Highway	X	-692.97	-11,511.50
Bill Pmt -Check	11/08/2024	11187	Family Health NP	X	-645.00	-12,156.50
Bill Pmt -Check	11/08/2024	11181	Anderson, John	X	-500.00	-12,656.50
Bill Pmt -Check	11/08/2024	11194	Papa Reggio's	X	-309.68	-12,966.18
Bill Pmt -Check	11/08/2024	11183	Charter Sta 1	X	-296.58	-13,262.76
Bill Pmt -Check	11/08/2024	11198	RG&E	X	-255.91	-13,518.67
Bill Pmt -Check	11/08/2024	11197	Regional Distributers	X	-223.17	-13,741.84
Bill Pmt -Check	11/08/2024	11190	Linstar	X	-202.40	-13,944.24
Bill Pmt -Check	11/08/2024	11192	NYS Association of ...	X	-200.00	-14,144.24
Bill Pmt -Check	11/08/2024	11202	Witmer Public Safety	X	-188.00	-14,332.24
Bill Pmt -Check	11/08/2024	11184	Colden Enterprises, ...	X	-177.60	-14,509.84
Bill Pmt -Check	11/08/2024	11189	K&D Disposal	X	-158.00	-14,667.84
Bill Pmt -Check	11/08/2024	11204	Charter Sta 3	X	-149.97	-14,817.81
Bill Pmt -Check	11/08/2024	11203	Charter Sta 2	X	-137.77	-14,955.58
Bill Pmt -Check	11/08/2024	11201	W.B.Mason Co., Inc.	X	-112.63	-15,068.21
Bill Pmt -Check	11/08/2024	11179	Advance Auto Parts	X	-35.94	-15,104.15
Bill Pmt -Check	11/08/2024	11199	Secor	X	-35.57	-15,139.72
Bill Pmt -Check	11/08/2024	11200	Tops Markets, LLC	X	-18.87	-15,158.59
Bill Pmt -Check	11/08/2024	11185	Crown Electric	X	-12.34	-15,170.93
Total Checks and Payments					-15,170.93	-15,170.93
Deposits and Credits - 1 item						
Transfer	11/07/2024			X	25,000.00	25,000.00
Total Deposits and Credits					25,000.00	25,000.00
Total Cleared Transactions					9,829.07	9,829.07
Cleared Balance					9,829.07	15,518.93
Register Balance as of 11/30/2024					9,829.07	15,518.93
Ending Balance					9,829.07	15,518.93

Ontario Fire District #1
Reconciliation Detail
2_General Fund - Lyons #5396, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						931,772.63
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/30/2024			X	-2,145.95	-2,145.95
Transfer	11/07/2024			X	-25,000.00	-27,145.95
Total Checks and Payments					-27,145.95	-27,145.95
Deposits and Credits - 2 items						
Deposit	11/08/2024			X	1,525.00	1,525.00
Deposit	11/30/2024			X	1,494.94	3,019.94
Total Deposits and Credits					3,019.94	3,019.94
Total Cleared Transactions					-24,126.01	-24,126.01
Cleared Balance					-24,126.01	907,646.62
Register Balance as of 11/30/2024					-24,126.01	907,646.62
New Transactions						
Checks and Payments - 1 item						
Transfer	12/02/2024				-1,064.85	-1,064.85
Total Checks and Payments					-1,064.85	-1,064.85
Total New Transactions					-1,064.85	-1,064.85
Ending Balance					-25,190.86	906,581.77

Ontario Fire District #1
Reconciliation Detail
5_Debit Account, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,854.05
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/11/2024	DEBIT	Amazon	X	-1,018.99	-1,018.99
Bill Pmt -Check	11/11/2024	DEBIT	Gensys Parts DIY	X	-45.86	-1,064.85
Total Checks and Payments					-1,064.85	-1,064.85
Deposits and Credits - 1 item						
Transfer	10/30/2024			X	2,145.95	2,145.95
Total Deposits and Credits					2,145.95	2,145.95
Total Cleared Transactions					1,081.10	1,081.10
Cleared Balance					1,081.10	3,935.15
Register Balance as of 11/30/2024					1,081.10	3,935.15
New Transactions						
Deposits and Credits - 1 item						
Transfer	12/02/2024				1,064.85	1,064.85
Total Deposits and Credits					1,064.85	1,064.85
Total New Transactions					1,064.85	1,064.85
Ending Balance					2,145.95	5,000.00

Ontario Fire District #1 Reconciliation Detail

3_Capital Reserve - Lyons #0184, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,076,901.56
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	10/11/2024			X	-750,000.00	-750,000.00
Total Checks and Payments					-750,000.00	-750,000.00
Deposits and Credits - 1 item						
Deposit	11/30/2024			X	535.90	535.90
Total Deposits and Credits					535.90	535.90
Total Cleared Transactions					-749,464.10	-749,464.10
Cleared Balance					-749,464.10	327,437.46
Register Balance as of 11/30/2024					-749,464.10	327,437.46
Ending Balance					-749,464.10	327,437.46

Ontario Fire District #1

12/2/2024 4:26 PM

Register: 1_Checking Acct - Lyons#0006

From 11/01/2024 through 11/30/2024

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/07/2024			2_General Fund - Lyon...	Funds Transfer		X	25,000.00	30,689.86
11/08/2024	11179	Advance Auto Parts	Accounts Payable	0654 692441	35.94	X		30,653.92
11/08/2024	11180	Altra Rental	Accounts Payable	01-913000	1,566.13	X		29,087.79
11/08/2024	11181	Anderson, John	Accounts Payable	October 2024 ...	500.00	X		28,587.79
11/08/2024	11182	Apple Town Woodw...	Accounts Payable	Balance on cus...	720.00	X		27,867.79
11/08/2024	11183	Charter Sta 1	Accounts Payable	202-45787100...	296.58	X		27,571.21
11/08/2024	11184	Colden Enterprises, I...	Accounts Payable	Invoice #89533...	177.60	X		27,393.61
11/08/2024	11185	Crown Electric	Accounts Payable	2661	12.34	X		27,381.27
11/08/2024	11186	DiVal Safety Equipm...	Accounts Payable	105813	756.78	X		26,624.49
11/08/2024	11187	Family Health NP	Accounts Payable	Invoice # 1227...	645.00	X		25,979.49
11/08/2024	11188	JME Automotive	Accounts Payable	669475 / 13-3 ...	1,341.16	X		24,638.33
11/08/2024	11189	K&D Disposal	Accounts Payable	Inv. # 224450...	158.00	X		24,480.33
11/08/2024	11190	Linstar	Accounts Payable	ONC012	202.40	X		24,277.93
11/08/2024	11191	MES	Accounts Payable	C66107	3,084.70	X		21,193.23
11/08/2024	11192	NYS Association of ...	Accounts Payable	14740	200.00	X		20,993.23
11/08/2024	11193	Ontario Highway	Accounts Payable	October 2024 F...	692.97	X		20,300.26
11/08/2024	11194	Papa Reggio's	Accounts Payable	Inv. # 1017202...	309.68	X		19,990.58
11/08/2024	11195	PMPrinsen	Accounts Payable	Secretary / Tre...	765.00	X		19,225.58
11/08/2024	11196	Power Products Unli...	Accounts Payable	INV. # 054813...	1,193.70	X		18,031.88
11/08/2024	11197	Regional Distributers	Accounts Payable	12026	223.17	X		17,808.71

Ontario Fire District #1

12/2/2024 4:26 PM

Register: 1_Checking Acct - Lyons#0006

From 11/01/2024 through 11/30/2024

Sorted by: Cleared status

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/08/2024	11198	RG&E	Accounts Payable		255.91	X		17,552.80
11/08/2024	11199	Secor	Accounts Payable	4231	35.57	X		17,517.23
11/08/2024	11200	Tops Markets, LLC	Accounts Payable	322689	18.87	X		17,498.36
11/08/2024	11201	W.B.Mason Co., Inc.	Accounts Payable	C3141389	112.63	X		17,385.73
11/08/2024	11202	Witmer Public Safety	Accounts Payable	2916 (FIRONT)	188.00	X		17,197.73
11/08/2024	11203	Charter Sta 2	Accounts Payable	144156001	137.77	X		17,059.96
11/08/2024	11204	Charter Sta 3	Accounts Payable	202-14853940...	149.97	X		16,909.99
11/08/2024	11205	RG&E	Accounts Payable		1,391.06	X		15,518.93

Ontario Fire District #1

12/2/2024 4:28 PM

Register: 5_Debit Account

From 11/01/2024 through 11/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/11/2024	DEBIT	Amazon	Accounts Payable		1,018.99	X		3,981.01
11/11/2024	DEBIT	Gensys Parts DIY	Accounts Payable		45.86	X		3,935.15