



**MENDON FIRE DISTRICT
ORGANIZATIONAL MEETING
January 1, 2026
Preliminary Draft Minutes Release**



PRESENCE	NAME	CAPACITY	NOTES
No	Baumer, Heidi	Treasurer	
Yes	Considine, Dan	Commissioner	Arrived 12 Minutes Late
Yes	Fletcher, William	General Counsel	
Yes	Richard Joint	Commissioner	
Yes	Sellman, Tom	Deputy Secretary	Elected Dept. Secretary 12/4/2025
Yes	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	Elected Commissioner 12/9/2025
Yes	Wilsey, Ryan	Commissioner	Elected as District Lt. 12/04/2025

OTHER ATTENDEES NOTED

NAME	CAPACITY	NOTES
Arman, Mike	Public Gallery / MFD Member	Elected Dept. VP 12/4/2025
Francesco, Greg	Public Gallery / MFD Member	Elected District Capt. 12/4/2025
Friedlander, David	Public Gallery / MFD Member	Elected Deputy Chief 12/04/2025
Kester, Peter	Public Gallery / MFD Member	Elected Asst. Chief 12/04/2025
Knapp, Warren	Public Gallery / MFD Member	Elected Dept. President / District Lt. 12/04/2025

OPENING

The meeting was opened at 16:04 by Attorney William Fletcher. This was followed with Counsel swearing in the newly elected District Commissioner Steve Shuler for a 5 year term ending December 31, 2030.

BOARD CHAIRMAN SELECTION

S. Shuler nominated J. Shipe with a second by R. Joint. There was a brief discussion with respect to anticipated work-loads, followed by J. Shipe declining the nomination. J. Shipe then nominated R. Wilsey as Board Chairman with a second by D. Joint. The motion passed by majority vote: 4 (yes Joint, Shuler, Shipe, Wilsey), 0 (no), 1 (abstain – D. Considine not present). The meeting then continued under the direction of the new Chairman R. Wilsey.

ORGANIZATIONAL MEETING NOTICE ATTESTATION

Past Secretary T. Sellman presented email confirmations received from the Honeoye Falls Sentinel indicating receipt of both original and reminder requests submitted for public notification of this organizational meeting (submitted 01/07/2025 and 12/16/2025 respectively). (see **APPENDIX A**)



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APPROVAL OF 2025 ORGANIZATIONAL MEETING MINUTES & OFFICE OATH DISPOSITION

S. Shuler motioned for the approval of the January 1, 2025 Organizational meeting minutes. This was seconded by R. Joint and passed with unanimous consent by those present: 4-0-0. District Counsel Fletcher indicated he would be submitting all oaths-of-office to the Mendon Town Board at the conclusion the meeting at hand and following swearing-in ceremony.

BOARD VICE-CHAIRMAN SELECTION

R. Wilsey nominated S. Shuler as Vice-Chairman with a second by R. Joint. The motion passed with unanimous consent by those present: 4-0-0.

BOARD SECRETARY APPOINTMENT

S. Shuler motioned to reappoint Tom Sellman as District Secretary, seconded by R. Joint. The motions passed by unanimous consent of those present: 4-0-0. S. Shuler noted the salary is set to the budgeted amount: \$7725 (**See APPENDIX B** line item **SECRETARY**) resolved at the October 2025 District Meeting.

BOARD TREASURER APPOINTMENT

S. Shuler motioned to reappoint Heidi Bauer as District Treasurer, (noting a \$7725 salary as resolved at the October 2025 District Meeting [**See APPENDIX B** line item **TREASURER**]), seconded by J. Shipe. The motion passed with unanimous consent by those present: 4-0-0.

Treasurer Bonding and Payment Authorization Resolutions to be covered later in this document.

DISTRICT ADMINISTRATOR APPOINTMENT

S. Shuler motioned to reappoint Dale Sweet as District Administrator for the calendar year 2025 (noting a \$74,625 salary as resolved at the October 2025 District Meeting [**See APPENDIX B** line item **Administrator**]). The motion was seconded by R. Joint and passed with unanimous consent by those present: 4-0-0.

DISTRICT ATTORNEY SELECTION

S. Shuler motioned to reappoint William Fletcher, Fire District Attorney (noting a retainer of \$11,000.00 for standard work as resolved at the October 2025 District Meeting [**See APPENDIX B** line item **Legal**]); extraordinary work will be assigned and compensated as agreed at the time for the issue at hand. This was seconded by J. Shipe, and passed with unanimous consent by those present: 4-0-0.



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DISTRICT DEPUTY TREASURER APPOINTMENT

S. Shuler motioned to reappoint Dale Sweet as Deputy Treasurer. The motion was seconded by R. Wilsey, and passed with unanimous consent by those present: 4-0-0. R. Wilsey continued to move that Dale Sweet continue his role as the District Purchasing Agent. This was seconded by S. Shuler and passed with unanimous consent by those present: 4-0-0.

ORGANIZATION MEMBERSHIP & DUES RESOLUTION

R. Wilsey motioned that the District will continue with the NYS Fire District Officers Assoc., NYS Chiefs Association, Monroe County Fire District Officers. He also included the International Assoc. Fire Chiefs (with a complement of five Commissioners, District Attorney and one Chief). This was seconded by S. Shuler and passed with unanimous consent by those present: 4-0-0.

OFFICIAL NEWSPAPER RESOLUTION

R. Wilsey motioned that the District will continue with the Honeoye Falls Sentinel being the principle newspaper and the Democrat and Chronicle as back up or if timing of publication is an issue. This was seconded by J. Shipe and passed with unanimous consent by those present: 4-0-0.

OFFICIAL INSURANCE AGENCY RESOLUTION

R. Wilsey motioned that the District will continue with McNeil & Co. This was seconded by S. Shuler and passed with unanimous consent by those present: 4-0-0.

OFFICIAL BANK INSTITUTION RESOLUTION

J. Shipe motioned that the District will continue with Canandaigua National Bank. This was seconded by S. Shuler and passed with unanimous consent by those present: 4-0-0.

DISTRICT RESERVE FUNDS RESOLUTION

R. Wilsey motioned that the District continues to set forth two Reserve Fund accounts as described below. This was seconded by S. Shuler and passed with unanimous consent of those present: 4-0-0.

Capital Reserve: The purpose of this account is to recondition / replace apparatus and other capital items not included in the annual operating fund.

Building Repair: The purpose of this account is to fund unanticipated or long term structural and building improvements not normally included in the annual operating fund.

FIRE DISTRICT LINE OFFICER APPROVALS

The following table (outlining the District Line Officers for 2026 as previously resolved at the December 9th, 2025 District Meeting) was reviewed.



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FIRE DISTRICT LINE OFFICER APPROVALS (cont.)

2026 Line Officers as resolved by the Mendon Fire District	
Position	Officer(s)
District Chief	Steve Tschiderer
Deputy Chief	Dave Friedlander
Assistant Chief	Peter Kester
Captain	Greg Franscesco
Lieutenant	Casey Fitzpatrick
	Ryan Wilsey
	Chip Knapp (Appointment by Chief Tschiderer)
Fire Police Captain	Lance Marchese

It was noted that for 2026, there was no EMS Captain elected. That functionality will be handled by the current Medical Directory for Monroe County, Dr. Jeremy Cushman. The EMS equipment supply/inventory will be handled by the District Administrator, Dale Sweet.

----- **START COMPREHENSIVE RESOLUTION APPROVAL** -----

As agreed to by all board members, the resolutions below (due to their similarity and/or exact reproduction as resolved in 2025) were passed *en masse* once the entire group was put forth.

Reimbursement Rate, Operational Committee Appointments, District Meeting Dates/Time, District Workshop Meetings Dates/Times, District Election, 2026 Conference Participation, Mendon Fire Department Event Approval, Public Notice Posting, Invoice Payments Without Prior Board Authorization, Investment Of District Funds Resolution, Annual Audit Process, Ada Title II, District Rules & Regulations, Conflict Of Interest, Treasurer's Bond, Annual Audit Firm

REIMBURSEMENT RATE RESOLUTION

Mileage will be reimbursed at whatever the current 2026 IRS rate is at time of reimbursement submission. As of 01/03/2026 it was \$0.725/mile.



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OPERATIONAL COMMITTEE APPOINTMENTS RESOLUTION

COMMITTEE	ASSIGNMENT
Apparatus	R. Joint, J. Shipe
Buildings and Grounds	J. Shipe, S. Shuler
Personnel	D. Considine, S. Shuler, R. Wilsey
Insurance	D. Considine, S. Shuler, J. Shipe
Information / Technology	R. Wilsey
Purchases	Dale Sweet, R. Wilsey
Special Projects	S. Shuler
Long Term Planning	D. Considine, S. Shuler

DISTRICT MEETING DATES/TIME RESOLUTION

After discussion, it was agreed that unless there are special circumstances that arise, or if NYS or AFDSNY stipulate otherwise (elections, budget hearing, etc.), normal meetings will be the 2nd Thursday of the month starting at 19:00. The discussion included taking into account pre-planned scheduling conflicts of the Commissioners. The dates selected reflect the agreed upon schedule for 2026.

MONTH	DAY	NOTE
January	8	
February	12	
March	12	
April	9	
May	14	
June	11	
July	9	
August	13	
September	10	
October	22	Budget hearing can be any week day : note budget must be adopted by Nov 4th
November	19	
December	8	Tuesday (Std Meeting + Election Day)
January of 2027	1	Organizational meeting @ 16:00 Swearing-in Ceremony @ 17:00



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DISTRICT WORKSHOP MEETINGS DATES/TIMES RESOLUTION

It was resolved that workshop meetings shall be generally TBD. It was noted that traditionally there is a **Budget Workshop**, typically in the August to early September timeframe. It was also noted that during the December 2025 District meeting, a workshop was scheduled for January 28, 2026 to review the District's 2025 Incentive Plan.

DISTRICT ELECTION RESOLUTIONS

Date/Time Resolution

Unless otherwise changed by NYS, and in keeping with the NY Fire District Officer's Guide (which references Town Law §175), the election will be held the second Tuesday of December – the 8th. There was discussion regarding changing the times based on historical observations of traffic flow. The consensus was to set the time from 3 PM to 7 PM.

[Editor's Note] *Post meeting research revealed that Town Law §175 also sets the time for elections from 6 PM to 9 PM. Flexibility is given to specify an earlier start. This will have to be resolved at the next District meeting (January 8th, 2026).*

Adoption of Fire District Election Chairman and Payment Provision Resolution

Mendon Fire Department Vice-President Mike Arman was appointed as the District Election Chairman with the authority to appoint two election inspectors/ballot clerks. Payment of a sum of \$150 for each official was approved.

Absentee ballots

The consensus of the board was to NOT support use of absentee ballots.

OUTLINE OF COMMISSIONER ELECTION CYCLE

Commissioner Name	Term End-Date
Dan Considine	12/31/2027
Richard Joint	12/31/2028
John Shipe	12/31/2029
Steve Shuler	12/31/2030
Ryan Wilsey	12/31/2026



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2026 CONFERENCE PARTICIPATION RESOLUTION

Conference / Location	Dates	Planned Attendees
FDIC / Indianapolis, IN	April 07 - 12	Five personnel total
Fire Fusion / Charleston, SC	Oct. 14 - 16	1 Chief, 2 Co. Officers
NYS AFC Conference & Fire Expo / Syracuse, NY	June 04 - 07	2 Chiefs, 2 Co. Officers
IAFC Fire-Rescue / Kansas City, MO	Aug. 13 - 16	Commissioners, 2 Chiefs
AFDNYS Leadership Expo / Saratoga Springs, NY	Oct. 02 - 04	Commissioners, 2 Chiefs, 2 Co. Officers
IAFC – Symposium / Clearwater, FL	Nov. 13 - 16	Commissioners, Attorney, Two Officers

S. Shuler motioned that the District may fund any interested parties to attend the above conferences as needed. This was seconded by J. Shipe and passed with unanimous approval: 5-0-0.

MENDON FIRE DEPARTMENT EVENT APPROVAL RESOLUTION

The following Mendon Fire Department Events were approved in advance by the Commissioners.

- Super Bowl Party (February 8)
- Banquet (April 11)
- Field of Dreams Opening (Spring – TBD)
- New Member’s Building Opening (Spring – TBD)
- Carnival (May 28 - May 30)
- Carnival Volunteer Appreciation @ OKBeer (TBD – August)
- Clambake (Middle of October – TBD)
- Fall Festival / Halloween
- Veterans Day Steak Dinner (Nov 11th timeframe)
- 3rd Battalion Organization Events hosted by Mendon Fire
(major event: Golf Tournament)

PUBLIC NOTICE POSTING RESOLUTION

Mendon Fire District Public Notices will be posted at the Mendon Town Hall, the Mendon Fire House, the District website, and the digital sign in front of the station.



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INVOICE PAYMENTS WITHOUT PRIOR BOARD AUTHORIZATION RESOLUTION

The Treasurer is authorized to pay utility charges, health insurance, credit card charges, fuel bills, and copier invoices without prior authorization of the board.

INVESTMENT OF DISTRICT FUNDS RESOLUTION

The Treasurer may, with the approval of the Mendon Fire District, invest funds not needed for immediate expenditure, in certificates of deposit and other financial vehicles authorized by law, provided however that the board must authorize any withdrawals and investments.

ADA Title II RESOLUTION

The District Administrator will lead the survey committee to inspect the buildings of this district with compliance of the Americans with Disability Act, Title II.

DISTRICT RULES & REGULATIONS RESOLUTION

The Board of Fire Commissioners will continue with its approval of the Mendon Fire District Commissioners Rules and Regulations for the year 2026 or until reviewed by the Board and updated.

CONFLICT OF INTEREST RESOLUTION

The Board of Fire Commissioners hereby directs that all employees and officers of the District submit a disclosure statement with respect to any dealings of such individuals with the district where they are employees, shareholders, directors, officers or owners, or partners and /or if there is any other conflict of interest with those of the District.

TREASURER'S BOND RESOLUTION

The Board of Fire Commissioners of the Mendon Fire District hereby approves the treasurer bond in the amount of \$1.5 million.

ANNUAL AUDIT PROCESS RESOLUTION

The annual audit required by Town Law is to be scheduled by the Secretary or the Treasurer, and the results rendered to the Commissioners. Further, the treasurer is directed to file a copy of the annual financial report to the state comptroller as required by General Municipal law, section 30.

ANNUAL AUDIT FIRM RESOLUTION

The commissioners shall retain **Stokes, Visca, Hucko & Barone, LLC (SVHB)** as the District Auditor to conduct the annual audit of 2026.



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----- **END COMPREHENSIVE RESOLUTION APPROVAL** -----

J. Shipe made a motion to approve the above comprehensive resolution group for 2026 with a second by R. Wilsey. The motion passed with unanimous consent: 5-0-0.

PUBLIC COMMENT

None.

MEETING ADJOURNMENT

R. Wilsey made a motion at 16:24 to adjourn. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

Editor's Note: Thanks expressed to the following Mendon Fire Dept. Auxiliary members for their help with the reception that followed the Organizational Meeting and Swearing-In Ceremonies: Ruth Buys, Connie Hodges, Mary Knapp, Patty Marchese, Lauren Naramore and Mary Ann Pierce.

Respectfully Submitted

Tom Sellman, Secretary Mendon Fire District



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APPENDIX A: MEETING NOTICE ATTESTATION

Mendon Fire Mail - Re: ***SPAM*** Corrected Mendon Fire Distri... <https://mail.google.com/mail/u/0/?ik=5c9593c6bc&view=pt&search=...>



Tom Sellman <tsellman@mendonfd.org>

Re: *SPAM*** Corrected Mendon Fire District Meeting Schedule for 2025**
1 message

donnamackenzie@mhflsentinel.com <donnamackenzie@mhflsentinel.com> Tue, Jan 7, 2025 at 11:33 AM
To: Tom Sellman <tsellman@mendonfd.org>

Tom,
Got this legal for the 1-9-2025 edition,
Donna

Mendon Fire Mail - Thanks for submitting Notice of MFD 2026 Orga... <https://mail.google.com/mail/u/0/?ik=5c9593c6bc&view=pt&search=...>



Tom Sellman <tsellman@mendonfd.org>

Thanks for submitting Notice of MFD 2026 Organizational Meeting
1 message

Legals@MHFLSentinel.com <[legals@mhflsentinel.com](mailto:Legals@MHFLSentinel.com)> Tue, Dec 16, 2025 at 10:51 AM
To: Tom Sellman <tsellman@mendonfd.org>

This is an automatic response. If this Legal Notice is urgent, please call or text our editor Donna MacKenzie at (585) 752-3020. We have received your legal notice for publication. We generally need to receive these prior to noon on Friday for publication in the following week's paper. If you require a quote, we will provide that to you no later than the Friday following the receipt of your Legal Notice submission. Please remember that our editor provides these quotes and she is only in the office Monday, Tuesday, and Friday. Thank you again for your support of the Mendon-Honeoye Falls-Lima Sentinel, our local community newspaper.



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APPENDIX B: 2026 BUDGET (1 of 3)

MFD 2026 PROPOSED BUDGET					
Income					
	Income				
	Taxes Received	\$645,493.15		200.6 Small Power equipment	\$0.00
	Interest Income	\$488.00		200.7 Vehicles	\$0.00
	Cell tower rental income	\$26,172.00		200.83 Safety Equipment	\$0.00
	Total Income	\$672,153.15		200.85 Building Improvements	\$0.00
Expense				200.87 Computers	\$10,000.00
	Employee Benefits			200.9 Other Equipment	\$0.00
	A9010.8 State Retirement	\$13,000.00		Total A3410.2 CAPITAL Expenditures	\$85,000.00
	A9030.8 Social Security	\$6,000.00		A3410.4 Contractual Expenditure	
	A9040.8 Worker's Compensation	\$20,000.00		400.10 Office Supplies	\$4,000.00
	A9060.8 Health Insurance	\$36,000.00		400.10B Technology	\$11,000.00
	A9045.8 Life Insurance	\$25,000.00		400.12 Training	
	Employee Benefits - Other	\$1,500.00		400.12A Workshops Conventions	
	Total Employee Benefits	\$101,500.00		400.12D Travel	\$2,500.00
	A9950.9 Transfer to Capital	\$50,000.00		400.12 Training - Other	\$27,000.00
	A3410.1 PERSONAL SERVICES			Total 400.12 Training	\$29,500.00
	100.1 Payroll Expenses	\$5,000.00		400.13 Marketing	\$6,000.00
	100.2 Administrator	\$74,625.00		400.14 Recruitment-Retention	\$17,350.00
	100.2A Overtime	\$500.00		400.14B LOSAP	\$40,000.00
	100.2B Administrator Fill-in	\$0.00		400.15 Uniforms	\$8,000.00
	100.3 SECRETARY	\$7,725.00		400.16 Public Drills, Dues	\$4,000.00
	100.4 TREASURER	\$7,725.00		400.19 Utilities	
	TRAINING	\$10,000.00		400.19A Electric and Gas	\$22,000.00
	Total A3410.1 PERSONAL SERVICES	\$105,575.00		400.19B Fuel	\$7,000.00
	A3410.2 CAPITAL Expenditures			400.19C Waste Disposal	\$1,000.00
	200.0 Pagers and Radios	\$5,000.00		400.19D Water	\$750.00
	220.2 Hose	\$15,000.00		Total 400.19 Utilities	\$30,750.00
	200.3 Turnout / PPE	\$50,000.00		400.20 Building and Grounds	
	200.4 Safety Equipment	\$0.00		400.20A Building Maint Supplies	\$3,000.00
	200.5 EMS	\$5,000.00		400.20B Grounds Maintenance	\$11,000.00
				400.20C Window Cleaning	
				400.20D Snow Plowing	\$3,250.00
				400.20E Bldg Grnds Other	\$35,000.00
				400.20 Building and Grounds - Other	\$0.00
				Total 400.20 Building and Grounds	\$52,250.00



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APPENDIX B: 2026 BUDGET (2 of 3)

	400.25 Phones and Internet	\$8,350.00
	400.27 Liability Insurance	\$42,642.52
	400.29 Legal, Audit, Elections	
	400.29A Audit	\$9,960.00
	400.29B Elections	\$1,500.00
	400.29C Legal	\$11,000.00
	400.29D Public Notices	\$500.00
	400.29E	
	Total 400.29 Legal, Audit, Elections	\$22,960.00
	400.30 Other	\$325.63
	400.31 EMS Supplies	\$2,000.00
	400.32 Small Equip Maint	
	400.32A Airpacks	\$2,500.00
	400.32B Fire Extinguishers	\$0.00
	400.32C Fire Alarm Maintenance	\$0.00
	400.32D Ladders	\$0.00
	400.32E Radios	\$750.00
	400.32F Pagers	\$0.00
	400.32G Hose	\$2,500.00
	400.32O Small Equip Maint Other	\$2,500.00
	Total 400.32 Small Equip Maint	\$8,250.00
	400.33 Vehicle Maintenance	
	400.33 Vehicle Maint Supplies	
	400.33A ATV	
	400.33B 364	
	400.33D 3617	
	400.33E 365	
	400.33F 3C16	
	400.33G 3C26	
	400.33 Vehicle Maintenance - Other	\$18,200.00
	Total 400.33 Vehicle Maintenance	\$18,200.00
	400.34 FF Supplies	
	400.35 Physicals	\$16,000.00
	400.35B Fitness Training	\$5,000.00
	400.37 Turnout Gear Cleaning	\$2,500.00
	Total A3410.4 Contractual Expenditure	\$330,078.15
	Total Expense	\$672,153.15

Mendon Fire District 2026 BUDGET FINAL APPROVED	
	2026 Projection
Appropriations	\$672,153
Estimated Revenues	\$26,660
Estimated prior years' unexpended balance	\$0
Amount to be raised by real property taxes	\$645,493
TAX APPORTIONMENT	
Town of Mendon	\$645,493
October 27, 2025	
	
Treasurer Mendon Fire District	
**Tax levy limit including carryover for 2026	\$652,926



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APPENDIX B: 2026 BUDGET (3 of 3)

ESTIMATED REVENUES	
	2026 Projected
A2262* Fire protection & other services to other districts and governments	\$
A2401 Interest and earnings	\$488.00
A2410 Rentals	\$26,172.00
A2665 Sales of Apparatus & Equip.	\$
A2701 Refunds of Expenditures	\$
A2705 Gifts & Donations	
Miscellaneous (Specify):	\$
A2770	\$
A2770	\$
A4305 Federal Aid for Civil Defense	\$
A5031 Transfer from Capital Fund	\$
A5031 Transfer from Reserve Fund	\$
A5031 Transfer from Reserve Fund	\$
TOTALS	\$26,660.00
* These codes are similar to those used by all local governments in New York State.	

2026 Total Appropriations	
	2026
A3410.1 Total Personal Services	\$105,575
A3410.2 Capital Equipment	\$85,000
A3410.4 Contractual Expenditures	\$330,078
A1930.4 Judgments & Claims	\$0
A9010.8 State Retirement System	\$13,000
A9030.8 Social Security	\$6,000
A9040.8 Workers' Compensation	\$20,000
A9045.8 Life Insurance	\$25,000
A9050.8 Unemployment Insurance	\$0
A9060.8 Hospital, Medical & accident insurance	\$37,500
A9085.8 Supp. Benefit Payments to Disabled Firefighters	\$
A9710.6 Redemption of Bonds	\$
A97____.6 Redemption of Notes	\$
A9710.7 Interest on Bonds	\$
A97____.7 Interest on Notes	\$
A9901.9 Transfer to Reserve Fund	\$0
A9950.9 Transfer to Capital Fund	\$50,000
TOTALS	\$672,153