

FEBRUARY 17TH, 2022

REGULAR MEETING  
BOARD OF FIRE COMMISSIONERS  
Held at 200 Pondfield Road  
Bronxville, NY 10708

PRESENT: Chairman Commr. Paul Carlo  
Commr. Thomas Roche  
Commr. Paul Ranellone  
Commr. Anthony Lore

ABSENT: Commr. Brian Keating

IN ATTENDANCE:  
Chief Brian Tween  
Treasurer Jamie Hedstrom  
Secretary Marissa Isang Smith  
Legal Counsel Cheryl Sacco

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MOTION by Commr. Carlo seconded by Commr. Roche and unan.  
carried to open the meeting to the public, followed by a salute  
to the flag.

ADJOURNMENT

MOTION by Commr. Carlo seconded by Commr. Roche and unan.  
carried that this meeting adjourn to executive session for legal  
advice to discuss the employment history of a particular person  
or corporation or matters leading to the appointment,  
employment, promotion, demotion, discipline, suspension,  
dismissal, removal of a particular person and/or a corporation.  
To discuss collective negotiations pursuant to Article 14 of the  
civil service law.

EXECUTIVE SESSION

MOTION by Commr. Carlo seconded by Commr. Roche and unan.  
carried to end the executive session and reopen the meeting to  
the public.

TREASURER'S REPORT

Treasurer Jamie Hedstrom reported the closing out of the 2021 year. At last month's meeting, it was mentioned that there were a few accounts where budget transfers were needed. Treasurer Hedstrom reported these are line items where the expenditure's exceeded the amount it was budgeted for that line item and that it seems like the District received everything anticipated.

The budget transfers were as follows: from education and travel to outside services in the amount of \$1,345.02. From hoses and nozzles to tanks refills testing, \$12,988.88. From emergency equipment to shop equipment and tools an amount of \$584.84. From EMS supplies and services to computer software and internet an amount of \$4,219.69. From subscriptions to association dues, an amount of \$140.

From fire training to elections and referendums, an amount of \$3,633.69. From emergency equipment to vehicle maintenance, an amount of \$19,525.28. From building property repairs and maintenance to ladder and pump testing an amount of \$125. To maintenance workers' salary, an amount of \$744.80 From hospital to consultant fees an amount of \$4,500. To professional consultant fees an amount of \$35,626.49. Finally, from York State retirement to social security an amount of \$10,040.59. The total amount of the budget transfers is \$93,475.18.

RESOLUTION NO. 27, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to approve the budget transfers.

The Board was polled as follows:

Commr. Lore	-	Aye
Commr. Ranellone	-	Aye
Commr. Roche	-	Aye
Commr. Carlo	-	Aye

MOTION CARRIED \*\*\*\*\*

Treasurer Hedstrom continued reporting that she was beginning work with auditors on financial statement audits and would provide documentation next week.

Treasurer Hedstrom reported that she had provided our W-2s, 1095-Cs, and 1099s who are vendors, by the required final date of January 31st. Treasurer Hedstrom shared a reminder of the upcoming renewal date of April 1st for our property-casualty insurance.

Treasurer Hedstrom discussed updates on competitive quotes with insurance for the Board to consider in advance of the renewal. There also was a surplus refund from PERMA. This is the second year that PERMA has done this. The procurement policy was also discussed and the Treasurer would look into making recommendations for March.

PAYMENT OF BILLS

RESOLUTION NO. 28, 2022

MOTION by Commr. Lore seconded by Commr. Ranellone to pay the bills and vouchers as presented. The Board has been supplied with one set of bills and one credit card bill for Board approval. Chief Tween has reviewed all prior to the meeting, except certiorari claims and those specifically marked as reviewed by the Treasurer. The Treasurer has requested the Board approve the following:

Warrant 1- 2/17/22- \$356,239.29  
Credit Card - 2/18/22 - \$2,944.79  
Total \$359,184.08

The Board was polled as follows:

Commr. Lore - Aye  
Commr. Ranellone - Aye  
Commr. Roche - Abstain  
Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

CHIEFS REPORT

Chief Brian Tween reported that vehicle maintenance continues through the use of outside vendors. Tim Dalton's maintenance reports were mailed to the Board on February 14<sup>th</sup>. Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections and their report was been emailed to the Board on February 14<sup>th</sup>. Currently, six members are out on long-term absence. The two probationary Firefighters, Brendan O'Loughlin and Antonio Ciero graduated from the Career

Fire Academy on Friday 1/28/22. They have completed their orientation training and have been assigned to their respective Groups. Congratulations to them both. The next Career Fire Academy is scheduled to begin on March 15<sup>th</sup>. The EFD has been allotted spots for six candidates. The transfer candidate has been approved by WC Civil Service. The Board was emailed the renewal for the Iam Responding software on February 4<sup>th</sup> and again on February 16<sup>th</sup> and the Chief recommended the renewal of the subscription service.

RESOLUTION NO. 29, 2022

MOTION by Commr. Lore seconded by Commr. Roche to authorize Chief Tween to enter into agreement to renew the Iam Responding subscription for a term of five years at a cost of \$3,087.00 to be paid upfront.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

SECRETARY REPORT

Secretary Marissa "Isang" Smith reported having a meeting with CivicPlus Project Manager Briana Reardon for the Eastchester Fire District Kickoff Meeting. At that meeting, they identified project stakeholders, outlined communication expectations, and finalized project decision-making. The next deadline is on February 4th deadline to submit deliverables and agree to terms for a timeline. The EFD Website is scheduled to launch on June 13, 2022. Secretary Isang thanked Chief Tween for collaborating with me on the design concepts for what would be representative of a Fire District website.

The next meeting on February 9th is for Design Concepts with CivicPlus Art Director Sarah Erb to explore the functionality and architecture of the design. Page Language and Outlines will be provided to the Board on a weekly basis leading up to the Launch. Language for Organizational Statement, EFD Hiring Process, and Board of Fire Commissioners will be provided before the February 17th meeting for consideration. On February 1st, Secretary Isang and Chief Tween met with Max Goldberg and Frank

Bellantoni from Westchester Drone Ops to outline goals and coordinate dates for photo/video material for the new website. Secretary Isang submitted two requests for the Board's consideration to purchase Graphic Design Services as recommended by CivicPlus as well as the Recruitment Initiative that could tie in with the launch of the EFD website. Secretary Isang is currently training on free trials for Graphic Design services.

Secretary Isang had shared with the Board a few examples of the content of the revamped EFD social media platforms on Twitter, Instagram, and Facebook and reported there was positive feedback from residents and businesses on social media platforms for posts related to the PFF graduation from Fire Academy and the EFD monthly reports.

RESOLUTION NO. 30, 2022

MOTION by Commr. Carlo seconded by Commr. Roche to authorize the Secretary to purchase Graphic Design Monthly Subscription Services for no more than \$100 per month or an upfront cost of \$1,170.00 to maintain graphic elements of the redesigned Eastchester Fire District website and create EFD educational resources.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 31, 2022

MOTION by Commr. Ranellone seconded by Commr. Lore to create the position of Assistant Chief and direct Treasurer Jamie Hedstrom to submit to Civil Service a request and any paperwork necessary to create the position of Assistant Chief effective immediately at a rate of pay not to exceed \$160,000. Salary to be negotiated and to be commensurate with experience and other relevant factors.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Abstain
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 32, 2022

MOTION to authorize the amendment of employment terms for non-uniform full-time employees as follows, part-time employees will have the following vacation as prorated:

- Upon hire- 2 weeks,
- Upon anniversary of 3 years- 3 weeks, and
- Upon anniversary of 4 years- 4 weeks;

Supervisor must preapprove vacation requests, and the Fire District reserves the right to limit or deny vacation in blocks of time longer than 2 weeks unless special circumstances are demonstrated, and vacation cannot be carried over into a new anniversary period.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 33, 2022

MOTION to by Commr. Ranellone seconded by Commr. Lore to authorize Fire Chief Tween or his designee to executive an MOU drafted by Legal Counsel, between EFD and FF Badge # 139, to extend said Fire Officer's probationary period as Captain for an additional extra 71 days through May 13, 2022. However, if such MOU is not executed before the end of the current probationary period ending on March 3rd, 2022, then the Captain position shall be deemed vacated and said Fire Officer shall be reviewed with Civil Service for immediate restoration of his Lieutenant position retroactive to and effective upon termination of his current probationary period.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

Discussion amongst the Commissioners concerning using the Bronxville firehouse as a polling place for Bronxville Village elections on March 15, 2022. Commr. Roche asked the Chief if operations were impacted. Union President Steven Ranellone disagreed with the firehouse being used for elections. Commr. Lore commented he would vote No on giving the firehouse to Bronxville for the elections. Commr. Roche asked for an explanation from the Village of Bronxville why the Fire District was asked to hold its meetings elsewhere.

RESOLUTION NO. 34, 2022

MOTION by Commr. Ranellone seconded by Commr. Carlo to allow the use of the Bronxville firehouse as a polling place for the Bronxville Village elections on March 15, 2022. The Board authorizes Chief Brian Tween to sign the agreement between the Westchester County Board of Elections and the Eastchester Fire District.

The Board was polled as follows:

Commr. Lore	-	No
Commr. Ranellone	-	Aye
Commr. Roche	-	Aye
Commr. Carlo	-	Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 35, 2022

MOTION by Commr. Ranellone seconded by Commr. Carlo to approve the purchase of services with Geotechnical Engineer Eugene J. Schwarzrock, P.E. of Skylands Engineering, LLC for a site visit and report at an amount not to exceed \$1,500.00.

The Board was polled as follows:

Commr. Lore	-	Aye
Commr. Ranellone	-	Aye
Commr. Roche	-	Aye
Commr. Carlo	-	Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 36, 2022

MOTION by Commr. Ranellone seconded by Commr. Carlo to authorize off-site storage of the new garage door for the Chester Heights Fire Station project, at Deegan Overhead Doors, Inc., 957 Saw Mill River Road, Yonkers, NY 10710, provided that Vinco

Builders, LLC, shall at all times protect said garage door and related material/equipment from damage, and assume responsibility for the same at no cost to EFD.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 37, 2022

MOTION by Commr. Ranellone seconded by Commr. Lore to approve Vinco Builder, LLC's application for payment dated February 14, 2022, in the amount of \$19,000 for stored goods per the above resolution.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye
- Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

Discussion between Commissioners regarding painting the room of Station 2 for the shared space between volunteers and union. Chief Tween explained that depending on the cost of the painting, it would have to go out to bid and be on prevailing wage. Union President Steve Ranellone asked if they need to make sure the outside workers needed prevailing wage. Legal Counsel Cheryl Sacco confirmed they would need that and certified payroll. The Union President Steven Ranellone confirmed they would do that.

RESOLUTION NO. 38, 2022

MOTION by Commr. Roche seconded by Commr. Lore to have Local 916 and the VOA to share the cost of the painting of the shared office space in Station 2, according to the Eastchester Fire District Procurement policy, and to certify the prevailing wage has been met.

The Board was polled as follows:

- Commr. Lore - Aye
- Commr. Ranellone - Aye
- Commr. Roche - Aye

Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

RESOLUTION NO. 39, 2022

Motion by Commr. Roche seconded by Commr. Carlo to authorize the Treasurer and Chief; or their respective designees to communicate with any brokers, to provide any information needed to secure quotes, and to sign any documents necessary by those brokers and carriers to release the quotes; such quotes will be reviewed for future action, if any, by the Board of Fire Commissioners- all final approvals and actions concerning broker section and carrier choice will be made by the Board.

The Board was polled as follows:

Commr. Lore - Aye  
Commr. Ranellone - Aye  
Commr. Roche - Aye  
Commr. Carlo - Aye

MOTION CARRIED \*\*\*\*\*

LOCAL 916

Union President Steve Ranellone asked Commr. Lore about the office space at Station 2 being used for their meetings.

PUBLIC COMMENTS

Public Member Ray Rooney thanked the Board for acting on the position of Assistant Chief. Mr. Rooney also discussed the earlier conversation regarding the firehouse being used for the village election and believed that a firehouse is a public place that should be used and open to the community because a firehouse is a community building.

COMMISSIONER COMMENTS

No comments were provided.

ADJOURNMENT

MOTION by Commr. Carlo seconded by Commr. Roche and unan. carried that this meeting adjourned.

Respectfully submitted,

Marissa "Isang" Smith  
SECRETARY TO THE BOARD OF  
FIRE COMMISSIONERS