

APRIL 21ST, 2022

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
Held at 255 Main Street
Eastchester, NY 10709

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

ABSENT: Commr. Brian Keating
Commr. Thomas Roche

IN ATTENDANCE:
Chief Brian Tween
Treasurer Jamie Hedstrom
Secretary Marissa Isang Smith

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

TREASURER'S REPORT

Treasurer Jamie Hedstrom reported the financials through March 31, 2022, presented a net budget surplus of approximately 520 K.

Hedstrom reported certain accounts are trending over budget, including 3413.1 Overtime-Firefighters and 3060.2 Fuel & Electric, and other accounts are already over budget, including 3416.1 Terminal Leave, 31460.4 Fire Training and 3020.2 Tank Refills, Testing and Repairs. These accounts will continue to be monitored and Hedstrom will recommend related budget transfers for the Board's consideration at a subsequent meeting. Purchases initiated in 2021 that won't be complete until 2022. Hedstrom reported that the district continues to use the capital reserve fund to fund the work being conducted at Station 4. Below is a summary of the capital reserve spending for this project:

Capital Reserve
Per Permissive Referendum 765,000.00
Spent 2021 (147,516.00)

2022 Balance 617,484.00
 February 2022 (19,000.00)
 Balance 598,484.00
 April 2022 (125,357.25)
 Balance 473,126.75

The balance remaining on the original contract sum of \$561,500 with Vinco Builders: \$269,626.75

Other:

Year-End Audit

The District's auditors, BST & Company, were onsite to conduct our year-end audit at the beginning of this month. The District is currently in the process of responding to final data requests, and it's expected that the District will receive draft financials for review next week.

Tax Collection

The District anticipates that we will receive the full tax levy from the Town, in the amount of \$18,049,409.70, in early May.

JP Morgan Custodian of Funds Contact

Hedstrom reported that the FDIC has initiated a project requiring all financial institutions to identify a contact person at each of their clients as the "Custodian of Funds," in the event that the financial institution becomes insolvent and the FDIC must pay out insurance funds. They need a title (i.e., Chairman, Treasurer, Chief, etc.) and not the name of a specific person. This is a required action, and Hedstrom urged the Board that to decide who to name as custodian and who will sign the required documentation.

RESOLUTION NO. 55, 2022

MOTION by Commr. Carlo seconded by Commr. Ranelone to designate the Treasurer as the custodian of the Eastchester Fire District's funds for purposes of the "FDIC Deposit Insurance-Official Custodian Form for Government Accounts" required to be completed by the FDIC, and to authorize the Chairman Paul Carlo to sign said document.

The Board was polled as follows:

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

MOTION CARRIED *****

PAYMENT OF BILLS

RESOLUTION NO. 56, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to pay the bills and vouchers as presented. The Board has been supplied with three sets 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- 3/23/2022 - \$237,819.83 // Warrant 2 - 4/21/2022 - \$471,410.86

Warrant 3 - 4/21/2022 - \$156,271.64

Credit Card - 4/18/2022 - \$3,758.69 // Total \$868,697.63

The Board was polled as follows:

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

MOTION CARRIED *****

CHIEFS REPORT

Chief Brian Tween reported

Alarm activity: 335

Fire: 11

EMS/Rescue: 180

Mutual Aid Given: 4 (FDMV-1, NRFD-1, Yonkers FD-1, Scarsdale FD-1)

Mutual Aid Received: 4 (FDMV-2, NRFD-1, Greenville FD-1)

- 1) Vehicle maintenance continues through the use of outside vendors.
- 2) Tim Dalton's maintenance reports were emailed to the Board on April 14th.
- 3) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections and their report was been emailed to the Board on April 7th.
- 4) Currently, one member is out on long-term absence and one member is on paid admin. leave.

- 5) Lieutenant DiRienzo reports that the seven candidates in the Career Fire Academy are doing well. They are tentatively scheduled to graduate from the Academy on Friday, July 15th.
- 6) Lieutenant Joseph Costanzo is scheduled to attend FLSTP from 4/25/22 until 5/20/22.
- 7) Chief Tween requested the Board authorize him to purchase seven (7) Dell OptiPlex 5490 All in One computers with headsets for a total price of \$10,625.30 as per the Dell Technologies quote dated 4/15/22 which is based upon the pricing in the Dell Technologies NY State Umbrella contract #PM20820. An email was sent to the Board on March 30th with the quote, and it was updated at a lower price.
- 8) The VHF (dispatch frequency) base station radio was replaced on March 7th. The firehouse receiving radios are being programmed and should be installed in the next few weeks.
- 9) The PERMA Annual Conference is on May 26 and 27th. PERMA covers the hotel cost for the night of May 26th. Chief Tween asked for Board approval to use the Department credit card to charge \$209 for the night of May 25th to attend the member conference as the District Safety Coordinator.
- 10) A proposal for the lease of a second Konica Copier Bizhub C258 was emailed to the Board on April 12th. A four-year lease is offered at \$105.00 per month and a five-year lease is offered at \$95.00 per month. Chief Tween recommended the five-year lease for \$95.00 per month. This will be used by the members to replace a copier that is no longer working.
- 11) The old boat and trailer are surplus and Chief Tween asked the Board's permission to auction them off with the Auctions International.
- 12) Chief Tween asked the Board for their thoughts on the THS Internship and the EHS WISE programs and if the Board would require a waiver for participants or parents to sign?
- 13) Chief Tween reported on two fires in the month of March that took place in Eastchester and congratulated Group 4 with Captain Debitetto and all the members at these fires for a job well done.
- 14) Chief Tween respectfully requested that the Board close tonight's meeting with a moment of silence for the passing of two members of the Department. George Glover Jr. passed on 3/25/22. Retired Captain George Glover Jr. was appointed to the career staff on 3/1/1986 and issued badge #115. He was the son of Retired Chief George Glover. George Glover Jr. retired as a Fire Captain on 9/29/2006, after more than 20 years with the District. Also, Volunteer Firefighter Rocco Costanzo passed on 4/20/22. Volunteer Firefighter Costanzo joined Rescue Hook and Ladder Company #1 on 4/8/65

and was issued badge # 1445. He was the grandfather of Lieutenant Joseph Costanzo and the father of Tuckahoe Police Chief John Costanzo.

RESOLUTION NO. 57, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to authorize Chief Tween to purchase seven Dell OptiPlex 5490 All in One computers with headsets for a total price of \$10,625.30 as per the Dell Technologies quote dated 4/15/2022 which is based upon the pricing in the Dell Technologies NY State Umbrella contract #PM20820.

The Board was polled as follows:

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

MOTION CARRIED *****

RESOLUTION NO. 58, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to authorize Chief Tween to utilize the District-issued credit card to pay \$209.00 for one-night lodging on May 25, 2022, at the PERMA Annual Member conference which is held at the Sagamore Hotel in Bolton Landing, NY.

The Board was polled as follows:

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

MOTION CARRIED *****

RESOLUTION NO. 59, 2022

MOTION by Commr. Carlo seconded by Commr. Lore to authorize Chief Tween to enter into a (60 month) lease agreement with Office Dynamics of Hawthorne, NY, at a monthly cost of 60 months (\$95) for an Office Dynamics showroom model Bizhub C258 Digital Color copier/Printer/Fax/Scanner. There is a monthly allowance for 1700 B&W copies and 300 Color copies. Overages for B&W are .01 or \$10.00 per 1000 copies, and overages for color (color .0725 or \$7.25 per 100 color copies).

The Board was polled as follows:

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

MOTION CARRIED *****

RESOLUTION NO. 60, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to enter into an agreement with Auctions International to auction off the surplus boat and trailer.

The Board was polled as follows:

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

MOTION CARRIED *****

SECRETARY REPORT

Secretary Marissa Isang Smith reported the following:

WEBSITE MANAGEMENT

- The Board was provided the recent version of the redesigned EFD Website. The deadline for major design concepts falls on Friday, April 22.
- Shared that a request was submitted to the Board and was approved to proceed with inventory of EFD policies and procedures to review documents that may be shared on website.

SOCIAL MEDIA & EDUCATIONAL RESOURCES

- Educational Resources (3 flyers) with Eastchester Fire District branding created. The finished products were emailed to the Board.
- 10 Social Media posts in March

FOIL OFFICER

- 9 FOILs received // 9 Responded to

RECORD MANAGEMENT OFFICER

- 10 hours Total - Digitization/organization of files from Headquarters closet: Minutes & Non-Active Personnel Files
- Submitted LGRMIF Inactive Records Grant Application on March 21 2022 for a total request of \$39,038.00 - will update the Board when results are available.

GRANT WRITING

- Preliminary meeting with Department of Homeland Security representative on March 29th to discuss the DR4480 grant - Fire District Flood Mitigation Project Scoping under the FEMA Hazard Mitigation Grant Program.

- Met with Congressman Bowman's office on Tuesday, March 22 - Assistance to Firefighters Grant, Fire Safety - Modification to Facility for new first-time installation of sprinkler and alarm systems in Chester Heights Fire Station. Submitted three letters of support and application for funding of \$400,000 for Station 3. Smith thanked Mayor Marvin, Mayor Andino, and Senator Shelley Mayer for their letters of support.

MISC.

- Received Passing Status for Notary Exam on March 8, 2022. Submitted Application for Commission as a Notary Public and will update the Board when Commission received.
- Created OML Document for March Meeting and posted March 16, 2022, on EFD website
- Draft Minutes and Transcripts from 2021 to Present reviewed/edited for audit
- Smith designed an Election Manual and Nomination Petition for the Fire District Election and asked the Board to consider approving it. The Board decided to move these items to the next meeting.

Commr. Carlo discussed the Bronxville Firehouse floor repairs item. Chief Tween shared that the inspectors notified the District that the floor is deteriorating rapidly. They recommended a plan to repair it, since future inspections it may not pass.

RESOLUTION NO. 61, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to approve the quote and to authorize chief Tween or his designee to execute the quote for the Phase 1 work related to a structural evaluation of the apparatus floor at the Bronxville Firehouse, between EFD and Highland Associates; this proposal is for professional services and has a not to exceed the value of \$7,500.

The Board was polled as follows:

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

MOTION CARRIED *****

Commr. Carlo discussed the item for VOA/VBA Foil, which was an item requested by Commr. Keating to be put on the agenda. Commr.

Lore asked which one was being asked and said at the next meeting he would check with them and bring it back to the Board.

Commr. Carlo discussed the camera security item and that the Board was still determining how to proceed after receiving a few quotes. Chief Tween shared he was meeting with a third security company but felt the changing of locks would benefit the District since keys are still in possession of retired members.

Commr. Carlo discussed the railing to be installed at Fire Headquarters. Chief Tween suggested to put planters on the section since it was difficult to find services and get permits for installing a rail. Commr. Lore suggested Valley Ford Iron Works.

LOCAL 916

Union President Steven Ranellone discussed the lighting situation in the meeting room at Station 3, and how it was too dark for taking exams and training. Commr. Carlo asked if a separate electrician could come in to look at it. Chief Tween suggested Nick's Electric and Acorn Electric.

Union Ranellone also asked about the training at Concordia College and the waiver required to do so. Chief Tween advised he would ask legal counsel and would look into it and asked if he could sign off on the waiver. The Board agreed.

Commr. Carlo discussed Chester Heights and the engineer who would work on it and that he hoped to update the Board and the Public at the next meeting. Chief Tween shared that the sign was put up at Chester Heights and would look into the lighting situation.

PUBLIC COMMENTS

Public Member Mike Parici from Chester Heights reminded the Board that last month, Commr. Roche was going to invite the contractor to attend the next meeting but observed there was no contractor at this meeting. Commr. Carlo shared he did not reach out to Joe Paterno to invite him and that he would. Parici asked that Paterno be at the next meeting to provide updates at Chester Heights. Parici congratulated the sign being up at the firehouse but expressed concerns of the sign not being lit.

Parici continued to express concern about the timeline and the strategy at Chester Heights. Parici recommended a sign or a call box outside of the school house for now. It was recommended by Commr. Carlo that that updates be put up on the EFD website after receiving the schedule from Paterno. Chief Tween explained the process known for now at Chester Heights.

COMMISSIONER COMMENTS

Commr. Lore extended his condolences to the Glover and Costanzo families. He also discussed the importance of respect, expressing concerns after seeing a monument that is a tribute to fallen firemen being played on by children.

Commr. Carlo shared how he and Commr. Ranellone saw the firefighters at the Fire Academy during training exercises and received back that the probationary firefighters were receiving over 90s on their tests. Commr. Lore also shared how amazing it was to see the operations at the Fire Academy.

Commr. Ranellone discussed the back filling proposal since members and apparatus are being sent up to the academy, which leaves Eastchester short. He shared that the Board would grant Chief Tween the authority to back fill spots if anything is sent up to the academy at his discretion.

RESOLUTION NO. 62, 2022

MOTION by Commr. Lore seconded by Commr. Carlo to authorize Chief Tween to back fill positions if members and/or apparatus are sent up to the academy at his discretion.

The Board was polled as follows:

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

MOTION CARRIED *****

ADJOURNMENT

MOTION to go into Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment,

employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

EXECUTIVE SESSION

MOTION by Commr. Carlo seconded by Commr. Lore and unanimously carried that this meeting exit executive session and reenter into public session.

ADJOURNMENT

MOTION by Commr. Carlo seconded by Commr. Ranellone and unanimously carried that this meeting adjourn at 9:07 PM.

Respectfully submitted,

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