

MAY 12TH, 2022

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
Held at 40 Mill Road
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 certain accounts are trending over budget. The financials as of April 30, 2022 present a net budget surplus of approximately \$500K.

Hedstrom remarked that 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, 3160.4 Fire Training, and 3020.2 Tank Refills, Testing & Rep. Hedstrom shared that these accounts will continue to be monitored and she will recommend related budget transfers for the Board's consideration at a subsequent meeting.

Hedstrom updated the Board that a potential change order for the Chester Heights project was received this morning of May 12, 2022. Hedstrom shared she had provided the Board information before and that the change order would require authorization should they consider moving forward.

Hedstrom updated the Board that the District's auditors, BST & Company, have provided draft financial statements which are currently under review.

Hedstrom shared that the District received the full tax levy from the Town, in the amount of \$18,049,409.70, on May 10, 2022. The District's current account balance across all accounts (including the capital reserve) is approximately \$4.3M, of which approximately \$1.6M is the reserve.

With the tax collection, Hedstrom recommended that the District resume investing in 4-week Treasury bills through the Treasury Direct account. As of 5/6/22, the 4-week Treasury bill rate is 0.48%, and the rates are steadily increasing; the District is currently earning 0.03% on our money in JP Morgan Chase.

Purchases initiated in 2021 that won't be complete until 2022:

Water rescue equipment 10,096.38
 Turnout gear 63,977.40
 Bailout system- purchased
 4/8/22 50,050.80
 VHF Radios (approx) 100,000.00
 Total Budget
 Encumbrances 224,124.58

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

Commr. Carlo asked Hedstrom what she thought the max would be for an increase this year for the budget. Hedstrom believed it would be similar, but shared it was too early to know as no guidance was available yet.

RESOLUTION NO. 63, 2022

MOTION by Commr. Carlo, seconded by Commr. Ranellone to approve and set a ceiling of the Treasury Direct investment of \$12 million dollars.

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

MOTION CARRIED *****

PAYMENT OF BILLS

RESOLUTION NO. 64, 2022

MOTION by Commr. Carlo seconded by Commr. Lore 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- 05/12/22 - \$75,108.68
- Credit Card - 05/18/22- \$946.14 // Total \$76,054.82

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

MOTION CARRIED *****

RESOLUTION NO. 65, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to authorize Chief Tween to sign off on change order number 5 for the pump system at Chester Heights Station for a total of \$133,454.31.

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

MOTION CARRIED *****

CHIEFS REPORT

Chief Brian Tween reported:

Alarm activity: 278

Fire: 4

EMS/Rescue: 136

Mutual Aid Given: 2 (FDMV-1, NRPD-1)

Mutual Aid Received: 0

1) Vehicle maintenance continues through the use of outside vendors.

2) Tim Dalton is on vacation this week. The Chief will forward his weekly reports when he returns next week. As per the Board's request at last month's meeting, the light fixtures in the Bronxville firehouse meeting room have been replaced with brighter, more efficient LED fixtures.

3) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections and their report was emailed to the Board on May 6th.

4) Currently two members are 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 attending the FDNY First Line Supervisors Training Program (FLSTP) from 4/25/22 until 5/20/22.

7) The seven (7) Dell OptiPlex 5490 All in One computers with headsets have been delivered and are in the process of being set up in the firehouses.

8) The VHF and UHF receiving radios have been installed in the four firehouses and the Marble Schoolhouse Library.

9) The Konica Copier Bizhub C258 was delivered and is set up and working in the Captain's office.

10) Chief Tween requested that the Board authorize him to sign a facility lease agreement with Iona College which will allow the members to use Iona College buildings for fire training. The facility lease agreement was emailed to the Board on May 5th. It has been reviewed by the District attorney Cheryl Sacco and given her approval. There is no cost for the lease and our insurance broker has provided the required insurance coverages as a no cost rider to our policy.

11) Chief Tween requested that the Board authorize him to sign the GenServ Standby Power Maintenance agreement dated May 9, 2022 for preventative maintenance to be performed on the five firehouse emergency generators for a total of \$2,688.00. A two-year option is available at the same price for a total of \$5,376.00. Any required repairs that are found to be needed are not included in the maintenance agreement and will be quoted as needed.

12) The Westchester County Board of Elections is requesting use of the Bronxville Firehouse for an additional Primary Election date of August 23, 2022. The Board has already approved a

Primary date of June 28, 2022 and a General Election date of November 8, 2022. The additional Primary is necessary due to a Supreme Court order for Congressional and State Senate elections. Chief Tween asked if the Board would like to authorize him to sign off if approved.

RESOLUTION NO. 66, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to authorize Chief Tween to sign a facility lease agreement with Iona College which will allow the members to use Iona College buildings for fire training.

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

MOTION CARRIED *****

RESOLUTION NO. 67, 2022

MOTION by Commr. Carlo seconded by Commr. Lore to authorize Chief Tween to sign the GenServ Standby Power Maintenance agreement dated May 9, 2022 for preventative maintenance to be performed on the five firehouse emergency generators for a total of \$5,376.00 for a two-year term.

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

MOTION CARRIED *****

Commr. Carlo brought up the item regarding Westchester County Board of Elections (WCBOE) holding an additional primary election on August 23, 2022 at the Bronxville firehouse.

Commr. Lore asked if there was the option for WCBOE to hold it elsewhere, since Bronxville firehouse is a big working station.

Commr. Lore recommended the churches near Bronxville Village Hall.

Commr. Carlo remarked that not many other spaces in Bronxville are willing to give up their space, and that WCBOE has a right to the firehouse, and was concerned about it becoming an issue.

Commr. Lore stated he was concerned about the apparatus being outside of the firehouse, and weather conditions.

Chief Tween explained that if there was inclement weather, they would move the apparatus inside. Chief Tween also stated that a local church expressed concern holding the elections at their school location due to the safety of the children. Chief Tween explained there was consideration for how the District uses Bronxville Village Hall for the Fire Election.

Union President Steven Ranellone stated he was concerned about the public using it for the election.

A brief discussion continued around the liability issues that could arise with holding events at the firehouse. Chief Tween explained that the WCBOE provided a hold harmless agreement.

Commr. Lore questioned why WCBOE couldn't use Bronxville Village Hall. Chief Tween shared that the WCBOE decides where they'd want to hold the elections.

Commr. Ranellone made a recommendation that based on past practice, the District allows WCBOE to use the Bronxville firehouse for the additional primary election.

Commr. Lore stated he would reluctantly agree to having the WCBOE hold the election at the Bronxville firehouse.

RESOLUTION NO. 68, 2022

MOTION by Commr. Carlo seconded by Commr. Lore to sign the Westchester County Board of Elections consent form for an additional primary election on August 23, 2022 from 5 am - 9:30 pm to be held at the Bronxville firehouse.

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

MOTION CARRIED *****

Secretary Marissa "Isang" Smith shared her report:

WEBSITE MANAGEMENT

- 1) Design Concept Meeting with CivicPlus - 4/5/22
- 2) Board emailed Design Concept - 4/5/22
- 3) Submitted 10 Pages content Design CivicPlus - 4/22/22
- 4) Approved Design Form CivicPlus -4/29/22

SOCIAL MEDIA & EDUCATIONAL RESOURCES

- 1) Educational Resources (1 flyer) with Eastchester Fire District branding created.
- 2) 5 Social Media posts in March

FOIL OFFICER

- 1) 3 FOILs received // 3 Responded to

RECORD MANAGEMENT OFFICER

- 1) 8 hours Total - Digitization/organization of files from Headquarters closet: Minutes & Non-Active Personnel Files
- 2) Viewed Webinar Training - Disaster Response for the Records Manager

GRANT WRITING

- 1) Submitted CPF Funding Request to Congressman Bowman's Office on 4/15/22
- 2) DHSES application review for scoping project parameters.
- 3) Thank you letters created and mailed for CPF support
- 4) 22 hours recorded for grant writing activities in addition to normal working hours.

MISC.

- 1) Created OML Document for April Meeting and posted April 20, 2022, on EFD website
- 2) Created redesigned FOIL application and instructions for Board's consideration
- 3) April 2022 Regular meeting Minutes posted on the EFD Website
- 4) Updated 2022 resolutions spreadsheet
- 5) Communications with Eastchester PD regarding a collaboration for a Safety Day event
- 6) Regular office tasks as needed including scheduling, Lieutenant interview coordinations, billing, customer service, and staff support.

Smith requested the Board consider the items that were carried over from the previous meeting including the Election Manual and Nomination Petition. Commr. Carlo moved to table it till the next meeting for consideration.

Smith requested the Board consider approving the Subject Matter List as part of FOIL compliance. Smith explained she would be updating the list annually and so if any edits were needed after the vote, that was possible.

RESOLUTION NO. 69, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to adopt the Eastchester Fire District Subject Matter List for the website.

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

MOTION CARRIED *****

Commr. Ranellone shared that along with Chief Tween and Secretary Isang Smith, a meeting was held with the American Red Cross as part of an outreach partnership to promote and install smoke detectors. A few scenarios were discussed and Commr. Ranellone hopes to have a concrete discussion with the Board.

Commr. Carlo shared that the Traffic Safety Committee may be a good connection to make to explore handing out information around the smoke detector campaign. Commr. Ranellone agreed, and further discussed ideas for targeting senior centers and other select buildings.

Commr. Lore questioned who was picking up the cost for this program. Chief Tween explained that depending on the direction the Board wishes to go, then the American Red Cross would handle the costs.

A brief discussion continued regarding the partnership with the American Red Cross and installing smoke detectors.

RESOLUTION NO. 70, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to authorize Chief Tween to execute an MOA.

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

MOTION CARRIED *****

Commr. Carlo brought up the procurement policy item. Secretary Smith explained that the only revisions to the amended procurement policy involved increasing the dollar amounts for purchases, etc.,

RESOLUTION NO. 71, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to adopt the attached resolution and amended procurement policy.

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

MOTION CARRIED *****

Commr. Carlo discussed the camera and security items and asked if additional quotes were obtained.

Chief Tween explained he received two quotes and was still waiting on the third quote for the original cameras and Key FOB access to get into firehouses. Chief Tween stated it was not an affordable solution and felt that exchanging the locks and updating the key policy may be a more economical solution.

Commr. Carlo requested that the Chief find quotes for exchanging the locks at the station and updating the key policy.

CHESTER HEIGHTS

Commr. Carlo explained that he had spoken with the engineer and contractor since the last meeting and received an email update with a detailed timeline and would instruct Secretary Isang to post it on the website after he reviews it.

Commr. Carlo further explained that the Chester Heights project was expected to be completed in the Fall of 2022.

Public member Mike Parici stated he was concerned that the engineer and architect were not at the meeting. Parisci questioned the activities at Chester Heights, or lack thereof.

Chief Tween explained the ongoing activity at Chester Heights for Mike Parisci and what the Board had approved tonight concerning a change order.

A brief discussion continued between Mike Parici and the Chief around the activity at Chester Heights.

Mike Parici further stated his concerns about the architect not showing up at the meetings, and lack of information.

Commr. Carlo explained that he was hoping the project would be completed by or before Fall and that he would invite the architect to every meeting.

Mike Parici stated he believed the firms should provide a punch list to the Board and the public.

Commr. Lore questioned if the architect could attend the next meeting on June 16, and if the architect couldn't make it, then an assistant.

Mike Parici asked about the work details and remarked how the public lacks that information. Parici continued on questioning the lighting at Station 4. Chief Tween explained he addressed that but found they had cut the wires when removing the floor. Parici expressed concern about vandalism due to the lighting situation.

Mike Parici questioned the headquarters for Engine 4 at the schoolhouse and why there still wasn't a sign being put up to notify the public about it being the temporary headquarters.

Commr. Carlo stated that would have to be explored since members of the society were wanting the truck to be out, and having to deal with a bigger issue with the society.

A brief discussion continued around Chester Heights and which parties involved should be at the meeting.

Union President Steven Ranellone questioned if the Fall completion date involved the bathrooms and heating and asked if these items could be done concurrently. Chief Tween acknowledged it could be done concurrently after the floor is back in.

Mike Parici came back up to the podium and questioned if the new door for Station 4 was delivered.

VOA/VBA FOIL

Commr. Carlo discussed the item for the VBA/VOA foil.

Commr. Lore shared that if any information was required, to contact David Horne, president of the VBA.

Commr. Carlo explained an email would be sent to Mr. Horne.

Chief Tween asked for specifics that Secretary Isang would follow to sending out a Foil request if needed.

Secretary Isang questioned if the Board was directing her to contact Mr. Horne with a FOIL request, but Commr. Carlo explained it was not necessary.

TOWER LADDER

Commr. Carlo brought up the need for a tower ladder. Chief Tween explained that the current ladder has mechanical issues and was not economical to keep it running. Chief Tween shared he spoke with a rep to purchase a new tower ladder and asked the Board to authorize him to start the process for purchasing a new tower ladder. Chief Tween gave a ballpark figure that the tower ladder would cost \$1.8 million and further discussed the pricing options for prepay or over time.

Commr. Carlo questioned the pricing options for the tower ladder.

RESOLUTION NO. 72, 2022

MOTION by Commr. Lore seconded by Commr. Ranellone to authorize Chief Tween to start the process of purchasing a tower ladder.

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

MOTION CARRIED *****

LOCAL 916

Union President Steven Ranellone stated no comment.

PUBLIC COMMENTS

Public member Anthony Fiore shared that the volunteer firefighters would be having their memorial service at Immaculate Conception and that the volunteer firefighters would march in Bronxville for the memorial day parade.

COMMISSIONER COMMENTS

Commr. Lore stated he was concerned about seeing fire hydrants being covered by debris, trash, leaves.

Secretary Smith asked if Commr. Lore would be interested in social media outreach around this issue and the Board expressed interest.

Commr. Ranellone explained he took a CPR course with Billy Weigelman, looked at the EFD boat and observed prep for training on it. Commr. Ranellone further explained that he met with Chief Tween and Eric, an engineer from Highland Associates at Station

3 to discuss the floor damage. Commr. Ranellone also shared that former Commissioner Polly Parker had passed away and asked for a moment of silence at the end of the meeting.

Commr. Carlo shared he had nothing new to report except on keeping the project on Station 4 going. Commr. Carlo also explained that the annual dinner would be held off site, and that potentially the timeline for the lease for the EFD is questionable.

Commr. Lore asked Chief Tween if the wall issue at Station 3 was resolved yet. Chief Tween updated the Board that a survey was done and confirmed it was the District's wall. Chief Tween further explained that the Board at that time decided not to take action on it and that it is still in its damaged state.

Commr. Carlo advised the public that no executive session would be held.

ADJOURNMENT

MOTION by Commr. Carlo seconded by Commr. Ranellone and unanimously carried that this meeting adjourn and a moment of silence followed for former Commissioner Polly Parker.

Respectfully submitted,

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