

JUNE 16TH, 2022

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

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

ABSENT: Commr. Brian Keating
Commr. Thomas Roche

IN ATTENDANCE:
Treasurer Jamie Hedstrom
Secretary Marissa Isang Smith

MOTION by Commr. Carlo 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 as of May 31, 2022 present a net budget surplus of approximately \$520K.

Hedstrom shared the budget transfer recommendations below include those accounts that are already over budget for 2022, including a transfer to Professional Consultants Fees to more accurately reflect spending, and a salary transfer for the additional Lieutenant position filled in March. Hedstrom anticipated that future budget transfers will be needed, including one for firefighter overtime, throughout the remainder of 2022.

RESOLUTION NO. 73, 2022

Motion by Commr. Carlo seconded by Commr. Ranelone to make the recommended budget transfers for those GL accounts where the year-to-date 2022 expenditures have exceeded or are predicted to exceed the amount budgeted for the GL account, as follows:

Budget Transfer Recommendations

From	To	Account
3090.2 Certiorari	3020.2 Tank Refills, Testing & Rep	13,542.33
3090.2 Certiorari	3410.47 Professional Consultants fees	50,000.00
3090.2 Certiorari	3412.1 Retroactive Salary	53.60
3410.81 Disabled Firemen salary- 207A's	3416.1 Terminal Leave	31,302.01
3410.15 Uniformed Firefighters Salary	3410.14 Fire Lieutenants salary	80,000.00
3410.465 Consultant Fees-Engineers	3160.4 Fire Training	19,300.00
3410.465 Consultant Fees-Engineers	3410.46 Consultants fees	1,500.00
	Total	195,697.94

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

MOTION CARRIED *****

Treasurer Hedstrom reported on activity for Station 4 Construction, sharing that the District continues to use the capital reserve fund to fund the work being conducted at Station 4. Hedstrom provided a summary in her report on the capital reserve spending for this project and the anticipated future spending:

Authorized Amount Per Permissive Referendum \$ 745,000.00
 8/16/2021 \$ (15,627.50)
 11/22/2021 \$ (85,110.50)
 1/24/2022 \$ (46,778.00)
 2/22/2022 \$ (19,000.00)

4/21/2022 \$ (125,357.25)
 Remaining from Permissive Referendum as of Current \$ 453,126.75
 Vinco Original Contract Sum \$ 561,500.00
 Change Order #5- Approved May 2022 \$ 133,454.31
 Revised Total \$ 694,954.31
 Outstanding Vinco Change Orders
 CO #1 Removal of Coal Shoot and Garbage Shed \$ 22,842.55
 CO #2 Rock Removal at Foundation to Accommodate
 Waterproofing \$ 1,092.60
 CO #3 Reconnect Circuits Removed in the Slab \$ 48,237.50
 CO #4 Dewatering Cost for Excess Water Infiltration \$ 4,240.30
 Total \$ 76,412.95

Treasurer Hedstrom reported on the Worker's Compensation Renewal activity, sharing that the District received two quotes from PERMA for our upcoming worker's compensation insurance renewal; one is for a one-year renewal period, and the other is for a two-year renewal period. The two-year renewal includes a slight discount, but also imposes a penalty if the District cancels the policy after Year 1. Hedstrom shared two options in her report for the Board's consideration:

One-Year Option Year 1
 PERMA Contribution \$ 237,548.00
 NYS Assessment \$ 16,777.00
 Total Estimated Contribution & Assessment \$ 354,325.00
 2% Discount on Contribution if Paid in Full by 7/1/22 \$
 (4,751.00)
 Total Estimated Contribution if Paid in Full by 7/1/22 \$
 249,574.00

Two-Year Option Year 1

Year 2- Loss
 Ratio under 45%
 Year 2- Loss
 Ratio over 45%
 PERMA Contribution \$ 232,890.00 \$ 221,477.00 \$ 232,890.00
 NYS Assessment \$ 16,777.00 \$ 17,113.00 \$ 17,113.00
 Total Estimated Contribution & Assessment \$ 249,667.00 \$
 238,590.00 \$ 250,003.00

2% Discount on Contribution if Paid in Full by 7/1/22 \$
 (4,658.00)
 Total Estimated Contribution if Paid in Full by 7/1/22 \$
 245,009.00 \$ 238,590.00 \$ 250,003.00

A summary from Treasurer Hedstrom's report is as follows:

- Note that the actual amount to pay in Year 2 will include the NYS Assessment, which is currently estimated at \$17,113.
- Under the 2-year renewal option, there will be no audit adjustments processed, meaning that the prices quoted are guaranteed and won't be changed due to any fluctuations in payroll. Under a one-year renewal, our payroll numbers are audited annually, and based on the results we either receive a refund or owe additional funds. We have received a refund for the past few years; for the 2020-2021 year, we anticipate receiving a refund of \$6,598.
- Per Kevin Barry at Arthur J. Gallagher, the penalty for canceling the policy in the second year of the 2-year option would be 10% of the total contribution, or approximately \$46,000.

Commr. Carlo asked Treasurer Hedstrom about options in going under loss ratio. Hedstrom explained that the way the District was quoted for year 2 was based on the current loss ratio, which is at 26%. Commr. Carlo shared they would review the motion later on in the meeting.

Treasurer Hedstrom shared that a discussion was had on investing in Treasury Direct. The summary from her report is as follows:

As of June 14, 2022, we have \$9,000,000 invested in 4-week Treasury bills through our Treasury Direct account. The current rates are around 0.71%, as compared to the 0.03% rate on our JP Morgan Chase account. Treasurer Hedstrom reminded that at the last meeting, \$12,000,000.00 was approved and that she would invest it in \$3,000,000.00 segments and that the interest rate seems to be increasing.

Treasurer Hedstrom shared the District's Budget Considerations given several Commissioners approached her with ideas. Hedstrom shared in her report that, assuming the District's Allowable Levy Growth Factor and Tax Base Growth Factor remain constant from 2022 (these values will be available in mid-July), below is the assumed allowable tax increase without exceeding the tax cap:

2023

Last Year's Levy 18,049,409.70

Tax Base Growth Factor 1.0025

18,094,533.22

Allowable Levy Growth Factor 1.02

18,456,423.89

Available Carryover 275,524.29

Allowable 2022 Levy 18,731,948.18

Allowable Difference (Increase) 682,538.48

Allowable % Increase 3.7815%

Suggested additions to 2023 Budget

To date, the following additions to the budget have been suggested by various Commissioners:

- Fill the Assistant Chief position established with Civil Service- \$160K
- Fill the additional firefighter position available in 2022 and maintain for 2023- approx. \$55K
- Add two additional firefighter spots to the budget- approx. \$140K if hired in March 2023
- Purchase a tower ladder for delivery in early 2024- approx. \$1.8M

Other additions to 2023 Budget

Increases to the below GL accounts are anticipated based on 2022 spending and trends:

- o Professional Consultant Fees
- o Fire Training
- o Tank Refills, Testing & Repairs
- o Terminal Leave
- o Sewer Tax
- o Computers, Software & Internet

- o Office Supplies
- o Fuel & Electric
- Potential increases may be necessary for NYSHIP and the NYS Retirement System, which are unknown at this time.

Treasurer Jamie Hedstrom reviewed potential upcoming budget additions for 2023, including additional Firefighter positions, a tower ladder, and an Assistant Chief position. Commr. Lore asked where the funds went from when the Assistant Chief position was eliminated. Treasurer Jamie Hedstrom advised she did not know where the funds went, but speculated it went into the unreserved fund. Commr. Lore shared he never received an answer in previous years when he initially asked after the fund transfer, and asked how to put the funds back into the budget. Treasurer Jamie Hedstrom shared options and recommendations for how to move funds back into the budget for the Assistant Chief position and invited Commissioners to share their ideas with her for the 2023 budget.

RESOLUTION NO. 74, 2022

MOTION by Commr. Lore, 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- 5/26/22 - \$328,892.80	
Warrant 2 -6/16/22 - \$151,274.89	
Warrant 3 - 6/16/22 - \$227,197.67	
Warrant 4 - 6/16/22 - \$130,968.48	
Credit Card -6/18/22 - \$3,202.04	
	Total \$841,535.88
Commr. Lore	- Aye
Commr. Ranellone	- Aye
Commr. Carlo	- Aye

MOTION CARRIED *****

Commr. Carlo proceeded to share the Chief report that Chief Brian Tween shared with the board preceding the meeting:

Alarm activity: 326

Fire: 7

EMS/Rescue: 193

Mutual Aid Given: 2 (FDMV-3, Greenville FD-1)

- 1) On Wednesday, June 15th, Group 1 responded to a fire in a three-family home in Tuckahoe. The fire started on a first-floor porch, spread in the walls to the second floor, and was minutes from extending into the attic. Through their aggressive efforts, the fire was quickly extinguished. Two families were displaced and one family was assisted by the Red Cross. Thank you to New Rochelle FD for covering our firehouses while our members were at the fire scene. Coincidentally, Group 1 had extinguished a porch fire on May 22nd, also in Tuckahoe, although that fire was quickly extinguished and there was less damage. A great job was done by all the members at both fires. Thank you also to EVAC for evaluating and transporting three members to the hospital, and to Tuckahoe PD for their assistance.
- 2) Vehicle maintenance continues through the use of outside vendors. The new car 2102, a Ford F-350 has been delivered and is currently in service. Chief Tween would like to thank the members for assisting with tool mounting, and Chief Tween have received positive comments about the vehicle so far.
- 3) Tim Dalton weekly reports for April and May were emailed to the Board on June 15th.
- 4) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections and their report was been emailed to the Board on June 2nd. The Board was forwarded a request to rescind a directive from a Commissioner, not allowing the Fire Prevention members to work overtime. The lack of overtime for the Fire Prevention Bureau is hampering their ability to keep up with the large volume of work they need to accomplish. Chief Tween requested their members be allowed to work a few hours of overtime each week, not to exceed the budgeted line for this purpose.
- 5) Currently two members are out on long term absence and one member is on modified duty.
- 6) The Board was emailed the ESS Radio maintenance agreement on May 25th. Chief Tween requested authorization to sign the agreement which provides for annual preventative maintenance for all our base radios, and emergency service available 7 days a week, 24 hours a day. The annual cost is \$10,380.00
- 7) Commissioner Lore has requested the use of a Department shop vehicle and to have a Department apparatus in the Mamaroneck Village Fireman's parade on the evening of

Wednesday June 29th. He stated the reimbursement of salary for two members to staff a spare fire truck could be covered by the Volunteer Firefighters. Chief Tween told him if the Board authorized it, Chief Tween has no issue, as long as he drove the shop vehicle, as Chief Tween believe he would be covered by our auto insurance policy as a Commissioner.

- 8) Finally, Chief Tween requested to add at the July 14th meeting, a promotional and award ceremony. Our scheduled promotional and award ceremony in December was canceled due to Covid-19. There are numerous promotions and commendations been awarded since the last ceremony. Chief Tween estimates the ceremony would add approximately 45-60 minutes to the meeting.

RESOLUTION NO. 75, 2022

MOTION to authorize Chief Tween to allow Captain Thomas Pintavalle and Firefighter Larry Vitarello to work the appropriate overtime, not to exceed the budgeted line of \$15,000 for this purpose.

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

MOTION CARRIED *****

Commr. Carlo reviewed the ESS Authorization Maintenance Agreement request by Chief Tween and advised Chief Tween could sign it upon return.

RESOLUTION NO. 76, 2022

Motion to authorize Chief Tween to sign the annual preventative maintenance proposal dated April 15, 2022, to April 14, 2023, for the amount of \$10,380.00.

Commr. Carlo reviewed the request by Chief Tween to allow Commr. Lore to drive the Department shop vehicle and approved it.

Secretary Marissa Isang Smith was invited to share her report:

SECRETARY REPORT

Secretary Marissa Isang Smith shared that the new Eastchester Fire District website has launched on June 14, 2022:

Eastchester Fire District has launched a new, mobile-responsive, highly-functional civic website at www.eastchesterfd.com

All emailed meeting notifications will be sent out using the new website notification service. Secretary Isang reminded everyone to add listserv@civicplus.com to their contact list to avoid having meeting notices go to spam. Secretary Isang also shared that residents could sign up to receive monthly newsletters or announcements.

The new website features include:

- Mobile-optimized design
- Highest data security standards
- Alert Center: Email and/or Text notification options
- Calendar
- Document center
- Agenda Center
- Intuitive Search Functionality and Navigation

Secretary Isang shared that the Eastchester Fire District is committed to providing an efficient and accessible online experience for the community and our members and that she hopes residents and members will enjoy the new features and always welcomes feedback.

COMMUNITY OUTREACH

- 1) Coordinating with American Red Cross for outreach efforts around the Smoke Detector Campaign at the Eastchester Day event on June 18th.
- 2) Clear the Fire Hydrant - Initiated conversation with Tuckahoe DPW to ask residents and businesses to ensure a fire hydrant on their property is always visible and unobstructed.
- 3) 9 Social Media Posts on Eastchester Fire District Social Media Platforms:
 - a) Facebook: Eastchester Fire District
 - b) Instagram: @eastchesterfiredistrict
 - c) Twitter: @EastchesterFD

FOIL OFFICER

- 1) 7 FOILs received and processed

RECORD MANAGEMENT OFFICER

- 1) 6 hours Total - Digitization/organization of files from Headquarters closet: Minutes

GRANT WRITING

- 1) CPF Project Application through Congressman Bowman's office declined. Limited to 15 requests. They thanked the Eastchester Fire District for our interest in the CPF program and encouraged us to continue coordinating with their grants writing team on future opportunities.
- 2) DHSES HMGP 4615 and 4480 Grant applications were submitted on 5/31/22 to request funding for the qualifying activity of installing a French drainage system at Station 4. Total requested amount: \$134,000.
- 3) Beginning prep work on SAFER Grant through AFG

MISC.

- 1) Created OML Document for May Meeting and posted May 11, 2022, on EFD website
- 2) May 2022 Regular Meeting Minutes posted on the EFD Website
- 3) Updated 2022 resolutions spreadsheet
- 4) Regular office tasks as needed including scheduling, billing, customer service, and staff support.

Secretary Isang requested the Board consider approving the proposed Election Manual and Candidate Nomination petition she created.

RESOLUTION NO. 77, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to adopt the Eastchester Fire District Election Manual and Nominating Petition.

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

MOTION CARRIED *****

Commr. Carlo addressed a personnel item for Firefighter #216 and read the below resolution as follows:

RESOLUTION NO. 78, 2022

MOTION by Commr. Carlo seconded by Commr. Ranellone to authorize Chief Tween to enter into a Memorandum of Agreement (MOA) with Probationary Firefighter #216 for the purposes of granting an unpaid leave of absence. The MOA will be drafted by the District's legal counsel.

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

MOTION CARRIED *****

Commr. Carlo addressed the workers comp item and expressed his opinion that it was unnecessary to go out for quotes and that the District is staying with the same carrier.

RESOLUTION NO. 79, 2022

Motion by Commr. Carlo seconded by Commr. Ranellone to renew the Worker's Compensation policy with PERMA for the two-year period of 7/1/2022 through 6/30/2024, at the following cost:

- Year 1- \$245,009.00, which includes a 2% discount for paying in full prior to 7/1/2022
- Year 2- Cost can range between \$238,590.00 and \$250,003.00 depending on the loss ratio in Year 1, and including the NYS Workers' Compensation Assessment of \$17,113, which is an estimate at this time.

For a total cost for the two-year period estimated to range between \$483,599.20 and \$499,012.20. A short-rate penalty assumed to be 10% will apply to the total contribution if the Fire District terminates the agreement prior to 6/30/2024.

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

MOTION CARRIED *****

RESOLUTION NO. 80, 2022

MOTION by Commr. Carlo seconded by Commr. Lore to allow the Chairman to sign and execute an updated retainer agreement with our current legal counsel, Coughlin & Gerhart, LLP, which memorializes the current rates charged and services provided by Coughlin & Gerhart, LLP for 2022.

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

MOTION CARRIED *****

Commr. Carlo reviewed the Motion for change orders sent by Vinco for Chester Heights. Commr. Lore expressed frustration over the charges and circumstances surrounding Vinco's construction of Chester Heights. Public member Mike Parici voiced concern over the process Vinco and Joe Paterno followed and requested that Paterno or a representative of Vinco attend the next meeting.

Commr. Lore requested Change Order (1) from Vinco be removed from the Motion in order to proceed. Commr. Carlo advised he would speak to Joe Paterno, then proceeded to re-read the motion as follows:

RESOLUTION NO. 81, 2022

MOTION by Commr. Carlo seconded by Commr. Lore for the Chief to execute the following change orders with Vinco Builders, LLC for the ongoing construction at the Chester Heights fire station, for a total not to exceed \$53,570.44

-Change Order #2 for rock removal at foundation to accommodate waterproofing, in the amount of \$1,092.60

-Change Order #3 to reconnect circuits removed in the slab, for an amount not to exceed \$48,237.50

-Change Order #4 for dewatering cost for excess water infiltration, in the amount of \$4,240.30

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

MOTION CARRIED *****

RESOLUTION NO. 82, 2022

MOTION by Commr. Carlo seconded by Commr. Lore to authorize the Treasurer to purchase a Dell Latitude 5531 and related equipment for a total price of \$2,031.16 as per the Dell Technologies quote dated June 10, 2022, which is based upon the pricing in the Dell Technologies NY State Umbrella contract #PM20820.

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

MOTION CARRIED *****

Commr. Carlo reviewed an item from the last meeting concerning the Bronxville Firehouse as a voting location. Commr. Carlo

advised that the Fire District does not have the right to deny access to the firehouse since the Westchester County Board of Elections delegates where people are to vote. Commr. Carlo communicated this message to the Bronxville Mayor, and he reported she was relieved to hear of this update.

Commr. Carlo updated the Chester Heights projects by reviewing notes shared by the engineering firm. Commr. Carlo advised that the timeline for completing the following projects with Chester Heights extended into mid-September. Public member Mike Parici inquired about other projects at Chester Heights and for clarification on the updates provided by the firm. Local 916 Union President Steven Ranellone asked about the heating and bathrooms timeline, which Commr. Carlo advised there was no precise date for the completion of those projects. Commr. Lore asked for clarification about the contractor's timeline, whether it was about the floor being completed or the entire firehouse. Commr. Lore expressed disappointment that the station would still not be done by Labor Day. Discussion continued between Board members and Mike Parici concerning the contractor's timeline and the transparency of the project.

Treasurer Jamie Hedstrom advised a bid process must still be conducted for the heating, bathroom, and ADA portion of the firehouse. Discussion continued between Board members and Mike Parici concerning the operations and the decisions behind the station's rehabilitation. Mike Parici shared concerns regarding the transparency of the project.

LOCAL 916

Union President Steven Ranellone stated no comment.

PUBLIC COMMENTS

No public comment.

COMMISSIONER COMMENTS

Commr. Carlo reviewed an email that Chief Tween received from a resident who was expressing their gratitude towards Firefighter Jay Rockhill after FF Rockhill responded to an incident while off duty, attending to this resident's son. Mike Parici shared supportive comments about the Firefighters and their dedication to the community.

Commr. Ranellone discussed the upcoming promotional ceremony. Union President Steven Ranellone recommended that the promotional ceremony not be held in July, as many members are on vacation.

Commr. Lore commended the Firefighters who responded to a fire, including compliments on Captain Yozzo and his group. Commr. Lore shared that there was a Memorial Day service for the local members and the volunteer firefighters at the monument and church. Commr. Lore recapped the highlights of Memorial Day, thanked the VFW, and recently awarded scholarships. Commr. Lore expressed disappointment concerning the treatment of the volunteer monument by residents and to show respect around the monument area—finally, Commr. Lore shared the date for the Mamaroneck parade and invited the public to attend.

Commr. Ranellone shared compliments for the Local 916 dinner that took place and recapped previous events he attended in the community. Commr. Ranellone discussed the necessary projects surrounding Station 3 and recapped a visit to Station 4 with Chief Tween.

ADJOURNMENT

MOTION by Commr. Carlo seconded by Commr. And unanimously carried that this meeting adjourn.

Respectfully submitted,

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