

MINUTES
Regular Meeting of the Eastchester Board of Fire Commissioners
Location: Eastchester Town Hall
(Thursday, January 12, 2023)

Board Members Present:

Commissioner Paul J. Carlo
Commissioner Brian E. Keating
Commissioner Paul M. Ranellone
Commissioner Anthony J. Lore, Sr.
Commissioner Tony Cerasi

In Attendance:

Chief Brian Tween
Treasurer Jamie Hedstrom
Secretary Marissa “Isang” Smith

1. Call to Order

Action: 1.1 - Meeting called to order

The meeting was called to order at 7:01 PM by Chairman Carlo.

2. Salute to the Flag

3. Recess

Action: 3.1 - Motion to go into recess for legal advice

Motion by Chairman Carlo, unanimously voted on
Final Resolution: Motion Passed
Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Carlo
Absent: Commr. Keating

4. Return to Public Session at 7:31 PM

5. Treasurer Report

The financials as of December 31, 2022, present a net budget surplus of approximately \$820K. As anticipated, this surplus was predominantly driven by the 2022 appropriated fund balance of approximately \$640K that was not used, and the unanticipated Treasury Direct interest earnings of approximately \$120K. However, approximately \$206K is committed to purchases that were initiated in 2021 and 2022 but will not be completed until 2023, as follows:

Budget Encumbrances- Purchases initiated in 2021/2022 that won't be complete until 2023 Radio Equipment

86,325.63

Turnout gear

69,697.80

Hoses and Nozzles

30,725.18

Other: Grant Money Awarded for Archiving

19,519.00

Total Budget Encumbrances

206,267.61

Further, additional 2022 invoices have not yet been processed which will impact the final 2022 surplus. After these invoices are processed, I will recommend year-end 2022 budget transfers for those accounts that have exceeded the amount budgeted.

At that time I will also make recommendations on allocations for 2023 expenditures (e.g., tower ladder purchase, future construction, etc.) for the Board's consideration and to the extent possible based on any remaining surplus.

Station 4 Construction

As of September 7, 2022, the Board has authorized a second expenditure from the capital reserve in the amount of \$760,000 for the next phase of the Chester Heights project. The permissive referendum period has expired and the expenditure was not contested. The current Capital Reserve balance is \$1,120,305.09.

Other:

Treasury Direct Investments

As of today we have \$2,500,000 invested in 4-week Treasury bills through our Treasury Direct account. The current interest rates have increased to around 4.2%. Year End Filings

We will be issuing 1099's to our vendors and other payees where required and W-2's and 1095-C's to our employees by the end of this month. 2022 Financial Statement Audit

Our 2022 financial statement audit with BST & Co will begin this month

6. **Chief Report**

Alarm activity: 378 **Total Alarms for 2022: 4,057**

Fire: 9 **Total Fire-related incidents for 2022: 85**

EMS/Rescue: 223 **Total EMS/Rescue incidents for 2022: 2,225**

Mutual Aid Given: 5 (Scarsdale FD, NRRFD-2, Pelham, FDMV)

- 1) Vehicle maintenance continues through the use of outside vendors.
- 2) Tim Dalton's weekly maintenance reports for December were emailed to the Board on 1/10/2023. **There are two quotes for generator repairs that are needed, one for Chester Heights for fuel injector replacement for \$6,606.62 and one for the Tuckahoe firehouse for fuel filter and fuel filter housing replacement \$1,176.19, both with GenServe. The motions are attached. I ask the Board to authorize me to have the repairs done by GenServe.**
- 3) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections. The Fire Prevention reports were emailed to the Board on 1/5/23.
- 4) Currently three members are out on long term absence.
- 5) The four probationary firefighters in the Fire Academy continue to do well and are scheduled to graduate on Wednesday 1/18/23 9:30 am at Westchester Community College Academic Arts Building. The members will undergo orientation training until the week of 1/30/23 when they will go into their assigned 24-hour tours.
- 6) Assistant Chief Bruce Yozzo and Captain Daniel Olivier's promotions took effect on January 1, 2023. They have hit the ground running with Captain Olivier conducting the annual OSHA training for the members and Assistant Chief Yozzo performing the daily scheduling and now that his computer arrived, he will take over the overtime and sick leave recording as well as many other tasks.
- 7) Lieutenant's Castiello and DiRienzo began the FDNY First Line Supervisors Training Program on Monday 1/9/23. It is a four-week program that concludes on 2/3/23. Lieutenant's DelBrocco and Greenbaum are scheduled to begin the next class which is scheduled from 2/27/23 through 3/24/23. This training program is required by NY State regulations for all Fire Officers.
- 8) Vinco Builders, LLC has advised there is just some final electrical work to be done and they will have completed their phase of Chester Heights construction project.
- 9) B&B Contracting Group has requested a few changes to their agreement with the District, and that should be addressed this evening and hopefully they can begin the next phase of construction which includes the heating systems, ADA bathroom renovation and construction, and the installation of an ADA compliant ramp at the entrance to the firehouse.

Respectfully submitted January 12, 2023
by Chief Brian Tween

7. **Secretary Report**

COMMUNITY OUTREACH

- 1) Continued work on Exam Prep materials
- 2) Website Metrics:
 - a) 1,100 Visits
 - b) Hiring Process - Top Performing Page
- 3) January Newsletter being drafted

FOIL OFFICER

- 1) 4 FOILs received

RECORDS DIGITIZATION

- 1) Met with NYSA to review upcoming inventory clerks project. The timeline was delayed till early March for inventory clerks to be onsite due to their availability. Lorraine from NYSA to tour facilities on February 10th.
- 2) Continued work discarding, organizing, and sorting files in the closet and main office.
- 1) Attended LGRMIF webinar to prepare a grant application for the 2023-2024 cycle

MISC.

- 1) OML Document for January Meeting
- 2) Meeting Minutes updated and posted to the website
- 3) Updated 2023 resolutions spreadsheet
- 4) Regular office tasks as needed, including scheduling, billing, customer service, and staff support.

8. Business Office Recommendations

Action: 8.1 - Payment of Bills

Resolution: BE IT RESOLVED: That the Board of Fire Commissioners approves to pay the bills and vouchers as presented. The Board has been supplied with one set of bills and one credit card bill. 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- 1/12/23- \$254,823.19

Credit Card – 1/18/23- \$2,583.03

Total \$257,406.22

Motion by Commr. Carlo, seconded by Commr. Ranellone

Final Resolution: Motion passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone,, Commr. Carlo

No: Commr. Keating

Notes:

9. Other Business

Action: 9.1 - B&B Construction Group

Resolution: BE IT RESOLVED: That the Board of Fire Commissioners accepts the changes to the B&B Construction Group contract as requested by

Motion by Commr. Carlo, seconded by Commr. Ranellone

Final Resolution: Motion passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Carlo

No: Commr. Keating

Notes: –

-States that substantial completion is no later than 90 days from the commencement of the work, however as was previously expressed during the bidding and pre-award meeting for the project, the HVAC equipment and boiler currently have a 6-7 month lead time from release. We (obviously) cannot agree to a 90-day schedule in this case. As agreed, that schedule is 60 days from HVAC equipment delivery to substantial completion of the project.

-The period covered by each Application for Payment shall be one calendar month ending on the last day of the month or as follows: The period covered by each application for Payment shall coincide with the date of the Application for Payment, and starting the day following the end of the preceding period.

-The Owner shall make payment of the certified amount to the contractor within 45 Days of acceptance of the Application for Payment by the engineer. As agreed, it is understood that B&B shall endeavor to submit invoicing to the engineer for review and approval with enough time to perform these functions prior to the fire district's monthly board meeting.

-Establishes the interest rate - it was agreed that the verbiage would be changed to Prime Rate +1%.

- It was agreed that "reasonable" would be inserted before the words attorney fees.

- It was agreed that B&B is not purchasing a builder's risk policy for this project, EFD will

–It was agreed that there would be no performance and payment bond required for this project, but as a result, it was also agreed that 10% of each invoice would be withheld as retainage.

- Tests, inspections, and approvals of portions of the work required by the Contract Documents or by applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities shall be made at an appropriate time. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory designated by the owner, or with the appropriate public authority. Owner shall bear all related costs of tests, inspections, and approvals performed by the independent testing laboratory or special inspector. The Contractor shall give the Engineer timely notice of when and where tests and inspections are to be made so that the Engineer may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The owner shall

directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

- “No signs shall be permitted on the site without the approval of the owner.” It was agreed that “advertising” would be inserted before the word sign for this subsection.

Action: 9.2 - Donation Check - Koutsis Family

Resolution: BE IT RESOLVED: That the Board of Fire Commissioners accepts a donation from the Koutsis Family in the amount of \$50. The donation was made with no specifications or conditions and will be deposited into the general fund.

Motion by Commr. Lore, seconded by Commr. Carlo

Final Resolution: Motion Passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Carlo

No: Commr. Keating

Notes:

Action: 9.3 - Grant Stipend

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners rescinds Motion 50 - 2022 on March 10, 2022, that created a \$1200 monthly stipend for continuous work of grants as assigned by the Board of Fire Commissioners for the Fire District Secretary with a start date of March 11th, 2022 effective immediately.

Motion by Commr. Carlo, seconded by Commr. Ranellone

Final Resolution: Motion passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Keating, Commr. Carlo

Notes:

Action: 9.4 - Chester Heights - Emergency Generator

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to have repairs performed on the Chester Heights firehouse emergency generator to remove and replace the fuel injectors and related seals and gaskets and take a fuel sample for testing by GenServe of Plainview, NY for a total of \$6,606.62.

Motion by Commr. Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Keating, Commr. Carlo

Notes:

Action: 9.5 - Tuckahoe Firehouse - Emergency Generator

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to have repairs performed on the Tuckahoe firehouse emergency generator to replace the fuel filter and fuel filter housing by GenServe of Plainview, NY for a total of \$1,176.19.

Motion by Commr. Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Keating, Commr. Carlo

Notes:

Action: 9.6 - Nominating Certificate List - Probationary Firefighter

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Secretary Marissa Isang Smith to schedule interviews with the candidates with a score of 90 or above that have passed the CPAT as of February 18, 2023.

Motion by Commr. Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Keating, Commr. Carlo

Notes:

Action: 9.7 - Open House - Exam Prep Event

Discussion

Notes: Secretary Isang shared information on an upcoming event provided by EFD to prepare for the 2023 Civil Service Firefighter Exam. Chief Tween discussed the benefits of the event that would help prospective firefighters learn more about the exam and the job. The Board expressed interest in holding the event two weeks before the exam. Secretary Isang and Chief Tween agreed to discuss logistics.

Action: 9.8 - Part-Time Mechanical Service - Civil Service

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Treasurer Jamie Hedstrom to request to have a position of a mechanic open with Civil Service at the rate of \$75/hour, not to exceed 19 hours per week on average.

Motion by Commr. Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Keating, Commr. Carlo

10. Future Meeting Dates

Action: 10.1 - February 9, 2023 - Eastchester Town Hall - Regular Meeting
Information

11. Comments from Local 916

Union President John Howard - Thanked Commr. Roche for service, Congratulate Commr. Cerasi for election, and Assistant Chief Yozzo on his promotion. He also congratulated Captain Daniel Olivier.

12. Comments from the Public

13. Comments from the Commissioners

- Commr. Lore - Requested a moment of silence for a Scarsdale Firefighter - Frank “Butchie” Colskiy passed away; the wake is Saturday at Westchester Funeral Home.
- Commr. Keating - Requested a moment of silence for local resident Michael Provenzale who passed away
- Commr. Cerasi - Shared that Westchester County Fire Academy is having a class fundraiser at Ron Blocks - proceeds go to Tunnels to Tower. White Plains Mamaroneck Ave.

Notes: Treasurer Jamie Hedstrom discussed establishing a position for Civil Service for mechanic and for the interview format for the probationary firefighters for the March academy. It was agreed by the Board to interview all candidates.

14. Adjournment

Action 14.1 - Motion to Adjourn

Motion by Commr. Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Keating, Commr. Carlo

The meeting closed at 8:01 PM.

Moment of silence held for Frank “Butchie” Colskiy and Michael Provenzale