

MINUTES
Regular Meeting of the Eastchester Board of Fire Commissioners
Location: Eastchester Town Hall
(Thursday, February 9, 2023)

Board Members Present:

Commissioner Paul M. Ranellone
Commissioner Anthony J. Lore, Sr.
Commissioner Tony Cerasi

Board Members Absent:

Chairman Paul Carlo
Commissioner Brian E. Keating

In Attendance:

Assistant Chief Bruce Yozzo
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 7:00 PM by Vice Chairman Ranellone.

2. Salute to the Flag

3. Executive Session

Action: 3.1 - Motion to go into executive session

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

4. Return to Public Session at 7:15 PM

5. Treasurer Report

The financials as of January 31, 2023 present a net budget surplus of approximately \$175K.
The financials as of December 31, 2022 presented a net budget surplus of approximately \$800K.

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.

Approximately \$206K of this surplus 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 (partially paid in Jan 2023): 86,325.63

Turnout gear: 69,697.80

Hoses and Nozzles (partially paid in Jan 2023); 30,725.18

Other: Grant Money Awarded for Archiving: 19,519.00

Total Budget Encumbrances: 206,267.61

Year-End Budget Transfers

Adjustments need to be made to certain GL accounts where 2022 expenditures exceeded the amount budgeted for that line item. The over-budgeted accounts and the recommendations for transfers are below for your review and approval.

From To Amount

3240.3 Bldg/Prop Repairs & Maintenance 1110.5 Outside Services: 6,736.70

3030.2 Hoses & Nozzles: 5,527.16

Subtotal: 12,263.86

From To Amount

3115.4 Emergency Equipment 3050.2 Gasoline, Oil, Grease, Etc.: 23,310.22

3060.2 Fuel & Electric: 35,171.87

3105.4 Uniforms: 14,346.14

Subtotal: 72,828.23

3090.2 Certiorari 3130.4 Office Supplies: 2,147.35

3160.4 Fire Training: 216.00

3040.2 Tires: 31.42

3210.3 Vehicle Maintenance: 84,833.52

3150.4 Elections & Referendums: 2,092.92

3230.3 Ladder & Pump Testing: 200.00

Subtotal: 89,521.21

3410.465 Consultant Fees- Engineers 3410.47 Professional Consultants Fees 6,664.76

3410.48 Labor Consultants: 3,341.30

Subtotal: 10,006.06

3411.1 Holiday Pay 3412.1 Retroactive Salary: 7,428.39

3410.11 Fire Chief Salary: 327.20

3145.4 Association Dues: 210.00

9020.8 Social Security: 4,740.61

3020.2 Tank Refills, Testing & Rep; 2,824.92

Subtotal: 15,531.12

3413.13 Overtime- Sick Incentive 3413.1 Overtime - Firefighters: 26,402.39

904.8 Workers Compensation 9010.8 NYS Retirement: 23,766.62

From To Amount

9045.8 Life Insurance- Local 916 960.83 Optical Plan- Local 916: 1,200.00

3120.4 EMS Supplies and Services 115.5 Insurance: 8,457.41

3410.81 Disabled Firemen Salary 3125.4 Computers, Software & Internet: 13,396.18

Total: 273,373.08

Motion by Commr. Lore, seconded by Commr. Cerasi- unan approved

Other:

Property/Casualty Insurance Updates- Renewal Date 4/1/23

The Chief, Treasurer, and Commissioner Ranellone met with our insurance broker, Arthur J. Gallagher & Co., at the end of January to discuss the upcoming property and casualty insurance renewal. We anticipate receiving one proposal from our current insurance carrier, McNeil & Company, later this month. Preliminary estimates anticipate an increase in premiums of approximately \$18K, which was partially anticipated and accounted for in the 2023 budget. We

are working with Gallagher to provide the most up-to-date information for McNeil to finalize the quote for the Board's consideration and vote.

Treasury Direct Investments

We currently have \$2,500,000 invested in 4-week Treasury bills through our Treasury Direct account. The current interest rates have increased to around 4.5%.

Year-End Audit

We have begun the process of compiling information to provide to our auditors, BST & Company, for our year-end audit. BST has requested to conduct the audit virtually this year, to take place mid-March.

Additional Notes: Treasurer Jamie Hedstrom reviewed the requests by members and the Union for setting up payroll self-service. Currently, all members receive a paper copy of their direct deposit. After speaking with our Vendor, Jamie learned that self-service is already included in the service, and so a member would just have to provide a personal email address if they wish to access electronically and would still have access to paper copies, and they would be able to review their own information and not make any changes.

Commr. Lore asked for clarification on the process and accessibility and security of the process. Treasurer Jamie Hedstrom shared she could work with Union Local 916 to assist with setup.

The Board authorized Treasurer Jamie Hedstrom to work with Union Local 916 to set up an option for members to access their paychecks electronically.

Motion by Commr. Cerasi, seconded by Commr. Lore - and Unanimously approved

6. Chief Report

Assistant Chief Bruce Yozzo read the report submitted by Chief Tween:

Alarm activity: 343
Fire: 5
EMS/Rescue: 199
Mutual Aid Given: 3 FDMV

- 1) Vehicle maintenance continues through the use of outside vendors. We are coordinating with WC Civil Service on the part-time mechanic position.
- 2) Tim Dalton is out on medical leave for approx. 3 weeks and his reports for January will be emailed once he returns to duty.
- 3) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections. The Fire Prevention reports were emailed to the Board on 2/3/23.
- 4) Currently there are four members are out on long-term absence.
- 5) The four probationary firefighters are on their assigned 24-hour tours working on an engine with a Lieutenant. Two will start their EMT training on March 7, 2023, and two are already NYS EMTs.

- 6) Lieutenant Castiello and DiRienzo completed the FDNY First Line Supervisors Training Program on Friday, 2/3/23. Lieutenant DiRienzo was selected as class valedictorian. Lieutenant's DelBrocco and Greenbaum are scheduled to begin the next class, which runs from 2/27/23 through 3/24/23. This training program is required by NY State regulations for all Fire Officers.
- 7) Vinco Builders still has some final electrical work to be done, and they will have completed their phase of the Chester Heights construction project.
- 8) The contract for B&B Contracting Group is finalized, and they will soon 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.
- 9) NYS Assemblyperson Amy Paulin awarded the District a State and Municipal Facilities (SAM) Grant, and the NYS Dormitory Authority requires additional paperwork to be completed. I request the Board authorize myself and Chairman Carlo to sign the paperwork on behalf of the District as needed to receive the grant. The paperwork was emailed to the Board on 1/23/23.
- 10) I request the Board to authorize me to sign a lease extension with the Town of Eastchester to use the Marble Schoolhouse Library. The new lease would expire on 8/31/23.
- 11) I request the Board authorize me to purchase two i-Pad Pro tablets for \$1,324.99 each. One tablet will be a new tablet for the Assistant Chief and there will be an additional monthly charge of \$31.99 to our AT&T First Net account, the second one is to replace a unit that was damaged.
- 12) I request the Board to authorize me to sign the Board of Elections 2023 Bronxville Village Elections Consent form that was emailed to the Board on 1/19/23, to allow the Bronxville firehouse to be used as a polling location for the March 21, 2023 election.

Additional Notes: Commr. Cerasi asked after Lieuten

7. Secretary Report

COMMUNITY OUTREACH

- 1) Information Session Event: – Last Saturday, the EFD Information Session hosted approximately (45) attendees interested in learning more about becoming an Eastchester Firefighter. Overall, we received positive feedback for this event. Attendees shared that it provided valuable insights and reinforced motivation for why one wants to become a Firefighter. Thank you to the Board for offering this opportunity to the community. Thank you to Chief Tween and Assistant Chief Yozzo for the educational information and assistance in creating the event. Thank you to Lieutenant Frank Greenbaum for providing an engaging and informative presentation and to the EFD Personnel in attendance for your support.
- 2) Website Metrics:
 - a) 996 Visits
 - b) Hiring Process - Top Performing Page
- 3) January Social Media: 10 Posts:
 - a) Instagram: @EastchesterFireDistrict
 - b) Facebook: Eastchester Fire District
 - c) Twitter: EastchesterFD
- 4) February Newsletter is being sent tomorrow, Friday, 2/10

FOIL OFFICER

- 1) 5 FOILs received

RECORDS DIGITIZATION

- 1) NYSA site visit to review upcoming inventory clerks project. Requesting extension with NYSA for grant deliverables. The timeline was delayed till early March for inventory clerks to be onsite due to their availability.
- 2) Continued work discarding, organizing, and sorting files in the closet and the main office.
- 3) Researching LGRMIF grant application to include Fire Prevention records in the 2023-2024 cycle.

OFFICE - GENERAL

- 1) OML Document for February Meeting
- 2) Coordinate interviews for Probationary Firefighters
- 3) Minutes have been updated and posted to the website
- 4) Updated 2023 resolutions spreadsheet
- 5) 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- 2/9/23- \$407,135.55

Credit Card – 2/9/23 - \$1,542.78

Total \$408,678.33

Motion by Commr. Lore, seconded by Commr. Cerasi

Final Resolution: Motion passed

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

Notes:

Action: 8.2 - Budget Transfers

Resolution: BE IT RESOLVED: That the Board of Fire Commissioners authorizes Treasurer Jamie Hedstrom to make the recommended budget transfers for those GL accounts where the 2022 expenditures exceeded the amount budgeted for the GL account, as follows:

Notes: Motion made and passed during the Treasurer Report

9. Other Business

Action: 9.1 - - Sam Grant Application

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween and the Chairman to sign as officials of the District on the SAM grant paperwork.

Motion by Commr. Ranellone, Unanimously Passed

Final Resolution: Motion passed

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

Notes:

Action: 9.2 - Payroll Self Service for Employees

Resolution: BE IT RESOLVED: That the Board authorizes Treasurer Jamie Hedstrom to work with Union Local 916 to setup option for members to access their paychecks electronically.

Notes: Approved in Treasurer Report section

Action: 9.3 - Bronxville Firehouse - Village Elections

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to sign the Westchester County Board of Elections paperwork to allow the Bronxville firehouse to be used as a polling place in 2023 as long as the elections do not delay the floor repair project.

Motion by Commr. Ranellone, Unanimously Passed

Final Resolution: Motion passed

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

Notes:

Action: 9.4 - Purchase iPad Pro - Assistant Chief

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase two iPad Pros for \$1,324.99 each that will be added to our AT&T First Net wireless account with a monthly charge of \$31.99 for one for use by the Assistant Chief for mapping and dispatch use in his vehicle

Motion by Commr. Ranellone, Unanimously Passed

Final Resolution: Motion passed

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

Notes:

Action: 9.5 - Lease Extension - Marble School House Library

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to sign the lease extension with the Town of Eastchester. The lease will be the same as the existing one, with the end date changing to 8/31/23. The Town of Eastchester Law Department will provide an updated lease after the Town Board meeting on 2/7/23.

Motion by Commr. Ranellone, Unanimously Passed
Final Resolution: Motion passed
Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone

Notes:

10. Future Meeting Dates

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

11. Comments from Local 916

Union President John Howard - Congratulations to 2 Lieutenants (Castiello & DiRienzo - and DiRienzo being Valedictorian) on FLIP school graduation. Expressed hope that Chester Heights would be completed before August 31, 2023. Asked to consider using a project manager for firehouse construction.

Commr. Cerasi asked UP John Howard to meet with his suggested project manager. John Howard recommended he could arrange that meeting.

12. Comments from the Public

Resident Mike Parici - 16 Lockwood Avenue - Discussed the recommendation for the project manager's ideas as suggested by the Union President. Mike Parici overheard there was a problem with a water leak into the firehouse. Commr. Ranellone confirmed there was a water leak. Mike Parici shared his concerns about the ongoing issues around Chester Heights. Mike Parici asked if the firehouse would be completed before August. Commr. Ranellone shared that was the idea for completing the firehouse before August. Mike Parici asked about the minutes reflecting the discussion on the generators in the previous meeting. Asst. Chief Yozzo discussed the goal of onboarding a part-time diesel mechanic to address issues such as the generators. Commr. Ranellone discussed how EFD was attempting to bring on a part-time diesel mechanic. Commr. Lore asked Treasurer Jamie Hedstrom about the status of the Civil Service approval.

Mike Parici asked when the water main would be repaired. Commr. Ranellone shared he did not know. Mike Parici shared his concerns regarding the handling of Chester Heights.

13. Comments from the Commissioners

Commr. Cerasi - shared with agreement on John Howard's recommendation to bring in a project manager, and to coordinate a meeting with the person he recommended.

Commr. Lore - Wished Commr. Carlo a speedy recovery.

14. Adjournment

Action 14.1 - Motion to Adjourn

Motion by Commr. Cerasi , seconded by Commr. Lore

Final Resolution: Motion passed

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

Meeting adjourned 7:45 pm

DRAFT