

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

Board Members Present:

Chairman Paul 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 7:02 PM by Chairman Carlo.

2. Salute to the Flag

3. Executive Session

Action: 3.1 - Motion to go into executive session

Motion to go into executive session for matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.

Motion by Chairman Carlo, unanimously voted on

Final Resolution: Motion Passed

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

4. Return to Public Session at 7:18 PM

5. Treasurer Report

Treasurer Jamie Hedstrom submitted the following report:

The financials as of February 28, 2023 present a net budget surplus of approximately \$285K.

Other:

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

The Board has received one quote from Arthur J. Gallagher for the upcoming property & casualty insurance renewal, from our current carrier McNeil & Company. The premium on our expiring policy with McNeil was approximately \$126K, and the proposed premium for the upcoming year is \$137,200. This includes the same coverage levels, deductibles, etc. as the expiring policy, and represents an 8.6% overall increase in the premium rate. We also have the option to add Forgery and Alteration Coverage to our current cyber insurance.

This would cover the scenario where we had a check stolen and washed, in the event that the bank did not catch it as fraud and instead honored the check. Limits and costs are below:

Forgery or Alteration Limit @ \$250,000- \$25 of yearly additional premium

Forgery or Alteration Limit @ \$500,000- \$35 of yearly additional premium

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 4.6%. These bills will mature on 3/21/23; at that time we will cease investments until our upcoming tax collection.

Year-End Audit

We continue to compile information to provide to our auditors, BST & Company, for our year-end audit. BST will be conducting our audit virtually beginning next week on March 14th. We have requested and received an extension of time to file our AUD with New York State, until May 1st.

Tax Collection

We anticipate that we will receive our full tax levy from the Town, in the amount of \$19,816,022.50, in early May.

NOTES:

Payment of Bills Resolution - (8.1) - Motion Below

Liability Insurance Policy Resolution - (8.2) - Motion Below

6. Chief Report

Chief Tween submitted the following report:

Alarm activity: 312

Fire: 4

EMS/Rescue: 189

Mutual Aid Given: 2 (Scarsdale FD -1, Pelham Manor FD -1)

- 1) Thank you to Assistant Chief Bruce Yozzo for filling in for me during the last meeting while I was attending a training session.
- 2) Vehicle maintenance continues through the use of outside vendors. The Board was advised that the part-time mechanic position was approved by WC Civil Service.
- 3) Tim Dalton returned to work from medical leave on 2/23/23. His weekly maintenance reports

were emailed to the Board on 3/6/23.

- 4) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections. The Fire Prevention reports were emailed to the Board on 3/6/23.
- 5) Currently there are five members are out on long-term absence.
- 6) The five probationary firefighter candidates are going through the onboarding process and will begin the Career Fire Academy on 3/21/23. The Career Fire Academy has requested that Eastchester FD detail an Officer to the upcoming class that will have 46 Probationary Firefighters attending. I would recommend that Lt. John O’Leary be detailed to the Fire Academy for the upcoming class which will tentatively graduate in late July.
- 7) Should the Board allow Lt. O’Leary to be detailed to the Fire Academy, I would recommend promoting a temporary Lieutenant there is another Lieutenant out on long term absence and being down two of ten Lieutenants may make scheduling difficult once the vacations begin.
- 8) Lieutenant’s DelBrocco and Greenbaum are currently in the FDNY First Line Supervisors Training Program and will complete their training on 3/24/23.
- 9) A Board member, normally the Chairman, or myself needs to sign the finalized contract with B&B Contracting Group on behalf of the District for 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.
- 10) The three local Police Departments recently updated their radio equipment and our current radios can no longer communicate on their frequencies. I have attached a quote for three Harris XL-200P Multi Band Portable Radios for a total of \$18,220.77, so that the Captains, the Assistant Chief, and myself will be able to communicate with the local Police Departments in an emergency.
- 11) The Board was sent a proposal on 3/1/23 email for a scope of work and quote from ESS Motorola Radios for replacing in each firehouse, the alerting system amplifiers, speakers, and adding volume control knobs where necessary.
- 12) On May 10th and 11th 2023, PERMA is holding their Annual Member Conference. I request permission to use the Department credit card for one night’s lodging for \$199.00. The credit card policy is conflicted on this expense, so I seek Board approval for the charge.

NOTES: Chief Tween requested a review of the credit card policy.

7. Secretary Report

Secretary Marissa “Isang” Smith submitted the following report:

COMMUNITY OUTREACH

- 1) Website Metrics:
 - a) 896 Visits - February
 - b) Hiring Process - Top Performing Page
- 2) February Social Media: 10 Posts:
 - a) Instagram: @EastchesterFireDistrict
 - b) Facebook: Eastchester Fire District
 - c) Twitter: EastchesterFD

- 3) March Newsletter is being sent Monday, March 13th

FOIL OFFICER

- 1) 4 FOILs received

RECORDS DIGITIZATION

- 1) NYSA site visit today - identified 77 boxes at Station 3 for disposal. Visit to Station 5 to review and potentially use some of the awarded funds to provide equipment and remodeling for the Fire Prevention space and records.
- 2) Continued work discarding, organizing, and sorting files at headquarters.
- 3) Researching LGRMIF grant application to include Fire Prevention records and scanning software for 2024

OFFICE - GENERAL

- 1) OML Document for March Meeting
- 2) Coordinate onboarding 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- 3/9/23 - \$403,526.33

Warran 2 - 3/9/23 - \$22,659.86

Credit Card – 3/18/23- \$3,126.64

Total \$429,312.83

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

No: Commr. Keating

NOTES: Passed during the Treasurer's Report Section

Action: 8.2 - Insurance Policy Renewal

Resolution: BE IT RESOLVED: That the Board of Fire Commissioners authorizes the Chief and the Treasurer to execute the paperwork necessary to facilitate the renewal of the general liability insurance policy offered by Arthur J. Gallagher Risk Management Services, LLC effective April 1, 2023, at the cost of \$137,2000.00 for the year. Arch Insurance Group will be the carrier.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

NOTES: Passed during the Treasurer's Report Section

9. Other Business

Action: 9.1 - - AIA Document - B&B

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes (Chief Tween) to sign on behalf of the District, the AIA Document A104 - 2017 Agreement between Owner and Contractor between the District and B&B Contracting Group, LLC. for the Chester Heights Fire Station located at 10 Oregon Avenue Bronxville, NY.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

No: Commr. Keating

NOTES:

Action: 9.2 - New Radios for Inter-Agency Communications

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase three Harris XL-200P Multi-Band Portable Radios at the Police Department contract pricing for a total of \$18,220.77.

Motion by Chairman Carlo, seconded by Lore

Final Resolution: Motion Passed

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

NOTES:

Action: 9.3 - Fire Station PA Upgrade Quote

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase the radio equipment as per the quote dated 2/14/2023 from ESS, Inc. Elmsford for \$15,701.77.

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

NOTES:

Action: 9.4 - Lieutenant - Spring Academy

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to detail Fire Officers to the Spring 2023 Career Chief's Fire Academy as he determines necessary.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

NOTES:

Action: 9.5 - Credit Card - Chief Tween

Resolution: BE IT RESOLVED: The Board authorizes Chief Tween to use the Department-issued credit card to pay \$199.00 for one-night lodging to attend the PERMA Workers Compensation Annual Member Conference in May.

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

Action: 9.6 - Civil Service Lieutenant List

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Treasurer Jamie Hedstrom to request the current Lieutenant list from Civil Service.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

Action: 9.7 - EFD - Mechanic Position

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners makes a conditional offer of part-time employment to Hank Henninger for the position of Senior Automotive Mechanic, Westchester County Civil Service title 0484-06. This offer is contingent upon passing post-offer, pre-employment screening, including a medical examination and background check.

The position has a salary of \$75/hour, with hours not to exceed 19 hours/week.

The position is pension eligible under the New York State and Local Retirement System.

Motion by Chairman Carlo, seconded by Lore

Final Resolution: Motion Passed

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

NOTES:

Temporary Lieutenant Item - Tabled

Workout Equipment Item - Tabled

10. Future Meeting Dates

Action: 10.1 - April 13, 2023 - Eastchester Town Hall - Regular Meeting
Information

11. Comments from Local 916

Union President (UP) John Howard - Congratulated Steven Ranellone and Shawn Stewart on their recent retirement. UP Howard congratulated the new PFFs. UP Howard congratulated and thought it was a success for all who were involved in the orientation (information session) that took place on February 4th. UP Howard asked a question regarding the Temporary Lieutenant item. Commr. Carlo remarked they were undecided on the action to be taken with that item.

UP Howard asked if the three Lieutenants on the list would be interviewed. Commr. Keating shared the Board would make a decision on that as well, and when they do, then those interested could react to it.

12. Comments from the Public

Resident Mike Parici - 16 Lockwood Avenue - Asked for updates on Chester Heights - Chief Tween shared he was authorized to sign a contract for B&B, and that then they would be able to provide a construction schedule, but potentially it would be about 5-6 months for heating installation.

Mike Parici continued to share his frustration with the progress of Station 4. The Board asked Mike Parici if he was interested in being a “clerk of the works.” Chief Tween discussed the requirements for the role of someone overseeing the project. Mike Parici shared it was constructive criticism.

13. Comments from the Commissioners

Commr. Ranellone - shared updates on the interviews for PFFs, attendance at a rescue rope training event, and another event with Iona. Commr. Ranellone shared that his brother Steven Ranellon retired and is hiking on the Appalachian Trail. Commr. Ranellone shared they toured a station and also met with UP Howard.

Commr. Cerasi - Shared a public awareness notice about the electric bikes and recommended not to keep them charging overnight and the dangers of the batteries and asked the public to be diligent. Chief Tween commented that much of the problem is individuals using substandard batteries or replacement chargers.

Commr. Lore shared that he attended a class in Port Chester regarding electric bikes and the dangers of batteries.

Commr. Carlo - reminded the public of the St. Patricks Day parade. And wanted to close the meeting for a moment of silence for Louise Satriale.

Chief Tween shared congratulations to Steven Ranellone and Shawn Stewart for their retirements.

14. Adjournment

Action 14.1 - Motion to Adjourn

Motion by Commr. Carlo, seconded by Commr. Cerasi

Final Resolution: Motion passed

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

Moment of silence for Louis Satriale

Meeting adjourned 7:59 pm