

**MINUTES**

**Regular Meeting of the Eastchester Board of Fire Commissioners**

**Location: Eastchester Town Hall**

**(Thursday, April 13, 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**

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**Action: 1.1 - Meeting called to order**

The meeting was called to order at 7:00 PM by Chairman Carlo.

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**2. Salute to the Flag**

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**3. Treasurer Report**

Treasurer Jamie Hedstrom submitted the following report:

The financials as of March 31, 2023, present a net budget surplus of approximately \$500K. Accounts trending over budget include Hospital, GL 9060.81, which was anticipated based on the rate increases announced by NYSHIP after the budget was approved, and Uniforms, GL 3105.4. We will continue to monitor these and all accounts for mid-year budget transfers as necessary. The below budget transfer is recommended at this time to fund the recently filled mechanic position that was not included in the 2023 budget:

From To Amount

3210.3 Vehicle Maintenance 3410.17 Mechanics Salary 50,000.00

Construction Projects:

Location Vendor Description Cost Remainder Funding

Station 4 Vinco Apparatus Floor \$ 852,474.76 \$ 5,800.00

Split- remainder

General Fund

Station 4 TBD Water Line Repair TBD TBD General Fund

Station 4 B&B Heating & ADA Compliance \$ 639,900.00 \$ 639,900.00 Capital Reserve

Station 3

Highland

Associates

Apparatus Floor-Architectural Only \$ 34,500.00 \$ 34,500.00 General Fund

Current Balance in Capital Reserve: \$1,121,914.87

Remainder after Station 4 Permissive Referendum (\$760,000): \$361,914.87

Other:

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.

Treasury Direct Investments

We have currently ceased investments in 4-week Treasury bills through our Treasury Direct account. The current interest rates are approximately 4%. Once we receive our tax collection in May, we will resume investments in \$3,000,000 increments.

Year-End Audit

Our auditors, BST & Company, are finalizing their work paper review for our year-end audit, and we expect drafts for our review next week. BST will also assist with filing our AUD with New York State by the extended due date of May 1st.

I will begin working on our RFP for audit services with Coughlin & Gerhart this month for 2023 and future audit services.

*NOTES:*

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**4. Chief Report**

Chief Tween submitted the following report:

Alarm activity: 290

Fire: 4

EMS/Rescue: 152

Mutual Aid Given: 5 (FDMV-2, NRRFD-1, Scarsdale FD -1, Yonkers FD-1)

1) At a Board meeting last year, it was mentioned that we would hold the 2023 Promotional and Award ceremony at the May Board meeting. There are 3 EMS incidents that will award

commendations. Assistant Chief Yozzo and Captain Olivier have yet to be sworn in at their new ranks. Is the Board still in favor of holding a ceremony at the beginning of next month's meeting? If the Board is in favor, would you please have Isang send out invitations to the local

2) Vehicle and equipment maintenance is now being done in-house as much as possible by part-time mechanic Hank Henninger.

3) Tim Dalton's weekly maintenance reports for March were emailed to the Board earlier today.

4) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections. The Fire Prevention reports were emailed to the Board on 4/4/23.

5) Currently there are five members are out on long-term absence.

6) Five probationary firefighters began their WC Career Chiefs Firefighter Academy class on March 21st and will tentatively graduate in late July. Lt. John O'Leary has been detailed to the class.

7) I would not recommend promoting a temporary Lieutenant as the Lieutenant out on long-term absence is expected to be cleared to return to unrestricted duty around May 1st.

8) Lieutenant's DelBrocco and Greenbaum completed the FDNY First Line Supervisors Training Program on 3/24/23. All our current Officers have now completed this required training.

9) Four Eastchester HS seniors are participating in the WISE internship, and one Tuckahoe HS Senior is doing his Senior internship. They will begin their program the first week in May.

10) Yesterday, B&B Contracting Group met with Commissioner Ranellone, Commissioner Cerasi, myself, and Tim Dalton to review the next phase of construction, including the heating systems, ADA bathroom renovation and construction, and installation of an ADA-compliant ramp at the entrance to the firehouse. They anticipate beginning the work in two weeks.

11) I ask the Board to authorize the purchase of a Stryker LUCAS 3 Chest Compression System with two years of on-site preventative maintenance for \$22,713.19. This unit performs CPR on patients in cardiac arrest and will be issued to E-31 at the North End firehouse. The quote and product information was emailed to the Board on 3/31/2023.

12) Retired Firefighter Walter Shoureck passed away on 3/22/23. He joined the Fire Department as a Volunteer Firefighter on 2/8/1951 and was issued badge #1204. He was appointed a career staff member on 2/16/1954 and was issued badge #43. He retired on 9/24/1988 after serving more than five years as a volunteer firefighter and 34 years as a career firefighter. I would ask that the Board close the meeting with a moment of silence in his memory.

Respectfully submitted April 13, 2023,  
by Chief Brian Tween

*NOTES:* Chief Tween added that last Thursday, Group 4 responded to a fire in Bronxville and commended them on a great job fighting it.

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## 5. Secretary Report

Secretary Marissa "Isang" Smith submitted the following report:

### COMMUNITY OUTREACH

- 1) Website Metrics:
  - a) 716 Visits - March 2023
  - b) Hiring Process - Top Performing Page

- 2) March Social Media: 5 Posts:
  - a) Instagram: @EastchesterFireDistrict
  - b) Facebook: Eastchester Fire District
  - c) Twitter: EastchesterFD
- 3) April Newsletter will be sent out Monday, 4/17

#### FOIL OFFICER

- 1) 5 FOILs received

#### RECORDS DIGITIZATION

- 1) Disposal of 77 boxes of obsolete records Station 3
- 2) New Shelving Units are to be delivered on 4/27.
- 3) Records Consultant visited HQ - she will provide a report in the coming weeks.
- 4) Secured inventory clerk to begin work in mid-May for 17 weeks.
- 5) Continued work discarding, organizing, and sorting files at headquarters.

#### OFFICE - GENERAL

- 1) OML Document for April Meeting
- 2) Minutes have been 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.

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## 6. Business Office Recommendations

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### **Action: 6.1 - 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 two sets 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- 4/13/23 - \$384,649.44

Warrant 2 - 4/13/23 - \$316,067.06

Credit Card – 4/18/23- \$2,963.25

**Total \$703,679.75**

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

No: Commr. Keating

*NOTES:*

**Action: 6.2 - Budget Transfer**

Resolution: BE IT RESOLVED: That the Board of Fire Commissioners authorizes the transfer of \$50,000 from GL account 3210.3 Vehicle Maintenance to GL account 3410.17 Mechanics Salary to fund the recently filled mechanic position that was not included in the 2023 budget.

Motion by Chairman Carlo, seconded by Commr. Cerasi

Final Resolution: Motion Passed

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

*NOTES:*

**7. Other Business**

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**Action: 7.1 - Stryker Lucas 3.1 Chest Compression System**

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase a second Stryker Lucas 3.1 Chest Compression System with ProCare Lucas Prevent Service (on-site preventative maintenance service). The total cost, including shipping, will be \$22,713.19.

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

*NOTES:*

**Discussion: 7.2 - Temporary Appointment - Lieutenant**

*NOTES:* This item was tabled per the recommendation of Chief Tween

**Action: 7.3 - Chester Heights Water Main Replacement**

*NOTES:* Discussion took place between the Board and Chief Tween regarding three quotes for the service of a water main replacement at the Chester Heights fire station:

-Guglielmi Plumbing and Heating (D & C): \$15,000

-Vinco: \$27,170

-Paladino: \$18,300

Commr. Cerasi asked Chief Tween about the quote that Mechanic Tim Dalton secured (Guglielmi/D&C) regarding prevailing wage and overtime. Chief Tween clarified that D&C/Guglielmi would not use overtime and that the sentence was a mistake in the original quote.

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to contact D&C to initiate work at Chester Heights (*water main replacement*).

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

No: Commr. Keating

*NOTES:* Commr. Lore inquired about the closing of the water line since a previous incident at Station 2 had the water line closed in a fashion Commr. Lore was concerned about it.

**Discussion: 7.4 - Promotional & Award Ceremony - May 11th**

*NOTES:* Discussion between the Board and Chief Tween regarding the promotional and award ceremony. The Board agreed for it to be held on Thursday, May 11th, at 7:00 PM at Eastchester Town Hall.

**8. Future Meeting Dates**

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**Action: 8.1 - May 11, 2023 - Eastchester Town Hall - Regular Meeting**  
Information

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**9. Comments from Local 916**

No Comments

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**10. Comments from the Public**

No Comments

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**11. Comments from the Commissioners**

Commr. Lore - Invited everyone to Memorial Day Parade in Bronxville on May 29th at 9 AM. A ceremony will also take place honoring the Korean War Veterans on May 18th at Eastchester High School at 7 PM. Eastchester Tuckahoe will have its parade after Bronxvilles.

**12. Adjournment**

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**Action 14.1 - Motion to Adjourn**

Motion by Chairman Carlo, unanimously agreed upon

Final Resolution: Motion passed

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

Meeting adjourned at 7:26 PM.

A moment of silence followed for Walter Shoureck.

DRAFT