

MINUTES
Regular Meeting of the Eastchester Board of Fire Commissioners
Location: Eastchester Town Hall
(Thursday, June 8, 2023)

Board Members Present:

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

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. Treasurer Report

Treasurer Jamie Hedstrom submitted the following report:

The financials as of May 31, 2023, present a net budget surplus of approximately \$700K. The following accounts that are anticipated to need a budget transfer based on YTD spending include the following:

- 1150.5 Insurance
- 3105.4 Uniforms
- 9060.81 Hospital
- 9050.8 Physician/Medical costs (assuming physicals in 2023)

We will continue to monitor these accounts for future transfers.

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

Guglielmi
Plumbing Water Line Repair \$15,000.00

\$15,000.00-
included in
current

Warrant Report 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: \$1,123,181.05

Remainder after Station 4 Permissive Referendum (\$760,000): \$363,181.05

Other:

Treasury Direct Investments

We have resumed our investments in 4-week Treasury bills through our Treasury Direct account in \$3M increments. The current interest rates are approximately 4.9%.

Upcoming PERMA Renewal

Our PERMA worker's compensation insurance policy will renew on July 1, 2023 as part of the two-year contract the Board signed prior to the July 1, 2022 renewal. The below chart compares the anticipated costs to the actual cost per the invoice received today, June 8, 2023.

Two-Year Option Year 2 Actual

Year 2- Loss
Ratio under
45%

Year 2- Loss
Ratio over
45%

PERMA Contribution \$ 221,478.00 \$ 221,477.00 \$ 232,890.00

NYS Assessment \$ 18,106.00 \$ 17,113.00 \$ 17,113.00

Total Estimated Contribution & Assessment \$ 239,584.00 \$ 238,590.00 \$ 250,003.00

2% Discount on Contribution if Paid in Full by 7/1/23 \$ (4,430.00)

Total Estimated Contribution if Paid in Full by 7/1/23 \$ 235,154.00 \$ 238,590.00 \$ 250,003.00

Recommended Updates to the Credit Card Policy

The Chief and I are recommending updates to the District's Credit Card Policy, which was last revised in 2018. The policy gives credit card access to only the two of us, with an individual purchase limit of \$1,000, and has contradicting guidance on travel charges. We are finding that more and more, there is a need for additional employees to have access to credit cards to purchase necessary supplies/tools/parts in their regular daily duties.

The updates we are proposing include the following:

- Update the individual purchase limit to \$2,000 to match our updated procurement policy, which only requires 0-1 verbal quotes for purchases up to this limit
- Provide cards to the Assistant Chief, Secretary, Maintenance Mechanic and Auto Mechanic- we find there are numerous occasions where these employees need to make an immediate purchase, whether for the election, house or truck repairs, and it is not always possible for the Chief or I to facilitate the purchase in the moment. Note that it is possible to set individual spending limits per person.
- Fix the contradicting wording of the current policy regarding travel expenses.

Preliminary Budget Planning

At this time, feedback is requested from the Commissioners and the Chief on any major items anticipated or planning to be proposed for the 2024 budget.

Unlike in previous years, no carryover will be available for purposes of the 2% tax cap, as the District exceeded the tax cap for the 2023 budget. A 2% budget increase would be approximately \$400K- \$450K depending on the tax base growth factor and allowable levy growth factors (which are not yet available).

GL Accounts that will require increases in the 2024 budget based on 2023 spending and trends include:

- 1150.5 Insurance
- 3105.4 Uniforms
- 9060.81 Hospital
- 9050.8 Physician/Medical costs

NOTES:

4. Chief Report

Chief Tween submitted the following report:

Alarm activity: 306

Fire: 7

EMS/Rescue: 153

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

1) Congratulations to the members that received lifesaving awards from the Westchester Regional EMS Council. Fourteen members involved in three separate EMS CPR saves received this recognition.

2) Due to the Canadian wildfires causing the local air quality index to be considered unhealthy, today, and tomorrow, we are giving out a limited supply of N-95 masks in the front of the firehouses. We received a donation of N-95 masks from the Bronxville CVS last year, and we are making those masks available to the public. Saturday, the air quality index is expected to improve. This info is on our website and social media platforms.

3) Vehicle and equipment maintenance is being done in house as much as possible by part-time mechanic Hank Henninger. His report was emailed to the Board on 6/7/23. The annual pump testing on the apparatus was completed yesterday and all the apparatus fire pumps have passed. Aerial ladder testing are due to be scheduled in July.

4) Tim Dalton's weekly maintenance reports for April were emailed to the Board on 6/2/23.

5) Fire Prevention and Code Enforcement activities continue with numerous plan reviews and inspections. The Fire Prevention reports were emailed to the Board on 6/2/23. Captain Thomas Pintavalle has requested an increase in the Fire Prevention overtime budget line. His request was forwarded to the Board on June 6th. I would request that the Board consider an increase.

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

7) The five probationary firefighters in the Career Chiefs Firefighter Academy are doing well.

8) The four Eastchester HS seniors participating in the WISE internship and the Tuckahoe HS Senior doing his Senior internship continue to ride in the apparatus. Their internships will be ending later this month. They have indicated that it has been a positive experience.

9) B&B Contracting Group is in the process of hiring subcontractors to begin the next phase of construction at the Chester Heights Firehouse. We are waiting on Joe Paterno to reply to several requests for information by B&B Contracting Group.

10) The water service line has been replaced into the Chester Heights firehouse, and final interior connections have been completed.

11) Acocella Contracting Inc. has completed the side and rear stone retaining wall repair at the Bronxville Firehouse and Flavio La Rocca & Sons, hired by the Bronxville Cemetery, has completed the front section repairs of the stone retaining wall.

12) I request the Board allows me to charge up to \$300.00 for one-night hotel costs with parking in Washington DC on the District credit card to attend the N.Y First Responders Summit being hosted by U.S. Senator Kirsten Gillibrand on July 27th. The cost of the room is \$199.43 plus taxes and fees, and \$50.00 for one night parking. This request was emailed to the Board on May 30th .

Respectfully submitted June 8, 2023 by Chief Brian Tween

NOTES:

5. Secretary Report

Secretary Marissa "Isang" Smith submitted the following report:

COMMUNITY OUTREACH

1) Website Metrics:

- a) 667 Visits - May 2023
- b) Hiring Process - Top Performing Page
- 2) May Social Media: 7 Posts:
 - a) Instagram: @EastchesterFireDistrict
 - b) Facebook: Eastchester Fire District
 - c) Twitter: Eastchester FD
- 3) The June newsletter will be sent out Monday, 6/12

FOIL OFFICER

- 1) Our office received 8 FOILs in May

RECORDS DIGITIZATION

- 1) After the initial stage of archiving and consolidating records at headquarters, we are changing how space is being used in the front office. As requested, the office administration discussed ideas for renovating the Front Office, Hallways, and the Captain's Office. On June 5th, I submitted these ideas and accompanying quotes to the Board on June 5th for consideration.
- 2) I received two quotes for digitizing and imaging services for Fire District records - I will present my findings and proposal to the Board in the coming weeks.
- 3) An inventory clerk will review and index our records in early July. The anticipated timeline is less than a month to inventory nearly 300 cubic feet of records.

OFFICE - GENERAL

- 1) OML Document for June 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.

6. Business Office Recommendations

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- 6/8/23 - \$350,066.67 Warrant 2- 7/1/23 - PERMA Invoice - \$235,154.00 Credit Card – 6/18/23- \$4,453.81 Total \$589,674.48

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:

7. **Other Business**

Commr. Carlo discussed the items Secretary Isang Smith mentioned in her report concerning updates for Station 1 - Front Office, Hallway, Captains Office, and bedroom. Commr. Ranellone commented that the front office hadn't changed in the 50 years he was with the District and believes renovations are overdue. Discussion continued for where the updates would take place in Station 1.

Action: 7.1 - Station 1 - Front Office Updates - Furniture

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase three desks and one file storage pedestal from National Business Furniture for a total amount, including shipping, of \$6,452.62 as per quote number QM672326 dated 6/2/2023

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

Action: 7.2 - Station 1 Updates - HVAC

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to accept the proposal from Crown AC Heat & Power Corp to install five mini split units in each of the five offices at Fire Headquarters - Station 1 for a total amount of \$23,612.33

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

Action: 7.3 - Station 1 - Front Office Updates - File Cabinets

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase three file cabinets from U-Line for the front office at Fire Headquarters for a total amount, including shipping of \$12,866.32 as per quote number 1461479 dated 6/1/2023.

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

Action: 7.4 - Station 1 - Updates - Flooring

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to purchase flooring installation services, including the front office, hallways, and Captain's Office at Station 1 - Headquarters, with the total amount not exceeding \$10,000. Purchases will comply with the District's procurement policy.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

Action: 7.5 - Donation Check - Keebong Kim

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners accepts a donation from Keebong Kim, Soonboon, and Kyungsun Son for \$100. The donation was made without specifications or conditions and will be deposited into the general fund.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

No: Commr. Keating

Action: 7.6 - EFD Domain Name Change to .Gov Address

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Secretary Isang Smith to proceed with CivicPlus to change the District's domain name and web address from Eastchesterfd.com to Eastchesterfd.gov for a total annual recurring cost of \$164.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

Action: 7.7 - N.Y First Responders Summit - Chief Tween

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes Chief Tween to charge a one-night stay (7/26/23) at a local hotel for \$199.43 and \$50.00 for overnight parking in order to attend the NY First Responders Summit in Washington D.C. as part of research for the application for the AFG grant for air packs for a total amount not to exceed \$300

Motion by Chairman Carlo, seconded by Commr. Lore

Final Resolution: Motion Passed

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

Action: 7.8 - EFD Credit Card Policy

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners adopts the revised Credit Card Policy that will supersede the April 10, 2018 version.

Motion by Chairman Carlo, seconded by Commr. Lore
Final Resolution: Motion Passed
Yes: Commr. Cerasi, Commr. Lore, Commr. Ranellone, Commr. Carlo
No: Commr. Keating

NOTES:

REVISED FIRE DISTRICT CREDIT CARD POLICY ADOPTED JUNE 8, 2023 BY BOFC

Supersedes Fire District Credit Card Policy - Adopted February 16, 2016 by BOFC
Supersedes Fire District Credit Card Policy- Adopted April 10, 2018 by BOFC

PURPOSE

To establish criteria for the use of credit cards issued on behalf of the Eastchester Fire District ("District") in the course of performing District business.

BACKGROUND

The District recognizes that certain appointed District officials and employees are required or may be permitted to make expenditures of funds in the course of performing their functions in District business. The use of credit cards is beneficial to the District, and enables the District to be more effective and more efficient. Statements provide detailed purchase histories and other important record keeping and time saving information.

PROCEDURES

The District shall maintain no more than 6 (six) credit cards. District credit cards may be issued to and may only be used by only the following District employees: Fire District Treasurer, Chief, Assistant Chief, Secretary to the Board of Fire Commissioners, Maintenance Mechanic, and Auto Mechanic. District credit cards shall have both the District and individual's name on them (per rules of J.P. Morgan Chase).

The District cards shall be held in the possession of employees in the above-named titles only. The primary purpose of District credit cards will be to purchase items that cannot, for various reasons, be invoiced and paid later by the District. District credit cards shall only be used in instances where purchases are unable to be completed through normal vendor relationships or when purchasing with the card will facilitate a specific advantage to the District where payment in advance is required with only a District credit card and could also include pricing or availability. An individual purchase using the District credit card shall not exceed two thousand dollars (\$2,000.00) without prior approval from the Board of Fire Commissioners.

District issued credit cards are to be used ONLY for official District business.

All receipts and supporting documentation and narrative explanations for credit card purchases must be submitted to the Board of Fire Commissioners for payment approval. Receipts and such supporting documentation/narrative explanation must detail all charges including the name of the individual who incurred the charge, the reason for the charge and the amount of the charge. All credit card monthly statements should only be opened by the District Treasurer.

District issued credit cards are NOT to be used for the purchase of alcoholic beverages. District issued credit cards may only be used for travel or travel-related expenses when the expense(s) have been pre-approved by the Board.

Personal Responsibility- the individual incurring the costs who fails to comply with District procedures will be personally responsible for all sums charged. Any charges made on District credit cards that do not have proper supporting documentation and detail will be paid by the individual, not the District.

If a charge is determined to be an inappropriate or unauthorized District charge, or if adequate documentation of the charge is not submitted to show it to be an authorized District charge, the individual responsible for the charge will be expected to pay said charge within thirty (30) days of the District's receipt of invoice from the credit card company. Failure to pay within thirty (30) days could result in disciplinary actions. All credit card users have the responsibility to notify both the Credit Card Company and the District Treasurer immediately, in the event the card is lost or stolen.

CERTIFICATION

I, _____, hereby accept the privilege of carrying and utilizing a credit card in the name of the District. I agree to comply with the purchasing policy of the District. I shall not make any purchase without a sales tax exemption certificate provided to the vendor. I shall not make any personal purchases, except those made in the performance of my service of the District, such as pre-approved travel expenses and equipment or supply purchases. I understand that purchases must be within the limits approved by resolution or policy. I understand that no purchase shall be paid by the District unless I provide the original receipt and appropriate and necessary additional documentation (including, as needed, a narrative explanation), all of which I shall provide at the first available moment in order to permit the District to pay the credit card in a timely manner. I hereby accept the responsibility and assume the obligation to pay for any debt incurred by me that violates this policy and that has been rejected by the Fire District. In no event shall I permit any other person to utilize this credit card. I understand that use of the District credit card which intentionally violates this policy may constitute the crime of larceny.

I will immediately report the loss of the credit card to the Issuing bank, District Treasurer and Board Chairman.

Signature

[END]

Discussion: 7.9 - Municipal Training Officer

Commr. Ranellone discussed bringing in an additional position for a municipal training officer. Commr. Ranellone shared that 16 new members were now on the roster with two years or less experience. While training is provided in Valhalla for 18 weeks, unfortunately, depending on their group, the training may differ from other groups. Commr. Ranellone proposed an MTO for the department to standardize the training for the department. Commr. Ranellone provided the specifics of the position, including schedule, benefits, salary, etc. Local 916 President John Howard interrupted the discussion by stating it was a position that would have to be negotiated, so they asked not to discuss specifics before negotiation.

Discussion: 7.10 - Fire Prevention Overtime

Commr. Carlo discussed the overtime budget line for Fire Prevention and their recent request to increase the overtime to \$40,000 from \$15,000. Treasurer Jamie Hedstrom advised she had prepared a motion for the budget transfer.

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners authorizes the budget transfer of \$25,000.00 from GL 3090.2 certiorari to 3413.2 overtime fire prevention.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

No: Commr. Keating

8. Future Meeting Dates

Action: 8.1 - June 8, 2023 - Eastchester Town Hall - Regular Meeting
Information

9. Comments from Local 916

Local 916 Union President John Howard shared his concerns about discussions around Station 1 renovations but no discussion around Station 4. Commr. Carlo stated he needed clarification on the matter as both projects are independent.

Chief Tween provided further updates on Station 4, indicating delays are due to engineer drawings requiring an update. Commr. Lore asked if there was a deadline on the contract, to which Chief Tween stated no.

Commr. Carlo and John Howard discussed when the members could return to Station 4 from the Historical Society Marbledale School House. Commr. Keating shared that developments evolve on projects like these that are unanticipated.

10. Comments from the Public

Resident Mike Parici asked about the hours for handing out the N-95 masks to the community. Chief Tween advised mechanic Tim Dalton would put a table out at the Marbledale schoolhouse for residents near Station 4. Mike Parici shared that he was pleased to see the work at Station 4.

11. Comments from the Commissioners

Commr. Ranellone shared he attended several parades and functions for the VFW and the memorial and monument for deceased Firefighters.

Commr. Lore requested a moment of silence to recognize D-Day, the 79th anniversary. Commr. Lore also asked that on June 28th, to use the maintenance truck to pull the hose cart for the Mamaroneck Parade.

Action: 11.1 - Mamaroneck Parade

Resolution: BE IT RESOLVED: That the Eastchester Board of Fire Commissioners adopts the revised Credit Card Policy that will supersede the April 10, 2018 version.

Motion by Chairman Carlo, seconded by Commr. Ranellone

Final Resolution: Motion Passed

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

Abstain: Commr. Lore

No: Commr. Keating

Commr. Lore thanked Chief Tween for putting out a rig for the memorial services and thanked the personnel for marching in the Bronxville and Eastchester/Tuckahoe parades. Commr. Lore also invited the public for a ceremony for flag day at the American Legion up in North End at 5 PM on Wednesday the 14th.

Commr. Keating thanked Union President John Howard for jumping in on the MTO-related items and handling the discussion appropriately.

12. Adjournment

Action 12.1 - Motion to Adjourn

Motion by Chairman Carlo, unanimously agreed upon

Final Resolution: Motion passed

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

A moment of silence followed for the 79th anniversary of D-Day.

The meeting adjourned at 7:48 PM.

DRAFT