



HARTSDALE FIRE DISTRICT

BOARD OF FIRE COMMISSIONERS



REGULAR MEETING MINUTES

April 14, 2026

The Regular Meeting of the Board of Fire Commissioners of the Hartsdale Fire District was held at Fire Station 2, 300 West Hartsdale Avenue, Hartsdale, New York, on Tuesday, April 14, 2026.

Members present:	Chairperson	Vallarelli
	Commissioners:	Iamónico Maguire (with notice, arrived at 7:45 pm) Muldoon Nanko
	Chief	Maseda
	Secretary	Kane
	Treasurer	Barahona

Members absent: None

1. CALL TO ORDER

- Chairman Vallarelli called the meeting to order at 7:34 p.m.

2. EXECUTIVE SESSION

- A motion was made by Commissioner Muldoon, seconded by Commissioner Nanko, to open Executive Session to discuss collective bargaining negotiations and matters relating to the employment of particular persons. All in favor. Motion carried.
- The Executive Session opened at 7:34 p.m.
- A motion was made by Chairman Vallarelli, seconded by Commissioner Iamónico, to close Executive Session. All in favor. Motion carried.
- Executive Session closed at 8:12 p.m.

3. PLEDGE OF ALLEGIANCE

- Commissioner Nanko led the Pledge of Allegiance.

4. APPROVAL OF PREVIOUS MEETING MINUTES

- **Motion:** A motion was made by Commissioner Iamónico, seconded by Commissioner Muldoon, to approve the minutes of the Regular Meeting on March 10, 2026, as submitted by the Secretary. All in favor. The motion carried.

5. BILLS RENDERED

- **Motion:** A motion was made by Commissioner Iamónico, seconded by Commissioner Muldoon, to accept and authorize payment of the bills reviewed by the Board from March 11 through April 14, 2026, in the total amount of \$1,758,553.71. All in favor. The motion carried.

- The total invoice amount for the new engine is \$1,267,533.00 and this amount was already included in the total bills approved.
- The Board discussed the timing of payments and the need for progress-based releases as punch-list items are completed.
- Commissioners agreed no additional motion was necessary, as the full invoice amount had already been authorized through the approval of the bills.
- The Board confirmed that the Treasurer may issue progress payments to Hendrickson, as needed.

6. TREASURER'S REPORT

- **Cash Balances**

- Treasurer Barahona presented the current cash balances as of March 31, 2026:
 - Operating Fund: \$701,108.99
 - General Fund: nearly \$1,660,330.73

- **CD Maturities**

- Treasurer Barahona reviewed the certificates of deposit (CDs) which will mature as follows:
 - April 20: \$544,600.61
 - April 24: \$296,158.18
 - May 6: 390,620.13
 Total CDs: \$1,231,378.92

- **Cash Flow & TAN update**

- After updated projections, the district determined that a TAN was not necessary for 2026, as sufficient funds are available until tax revenue is received.
- The town advised that tax revenue is expected May 6.
- Treasurer Barahona noted that obtaining a TAN requires substantial documentation and bank review; therefore, if a TAN is needed next year, the process would need to begin early January.

- **Additional Updates:**

- Treasurer Barahona completed the first-quarter Medicare Part B reimbursements and set up e-filing for the district's tax deliverables.
- Additional time was dedicated to preparing supporting documentation for the auditors.

- **Audit**

- Auditors conducted fieldwork on April 6-7, and the district was able to provide most requested materials.
- The auditors were impressed with the district's electronic claims auditing system.
- A few open items remain, and Treasurer Barahona is working to resolve them.

- **Fixed Asset/GASB 34 Report**

- The district must update its fixed assets and depreciation report. Treasurer Barahona contacted Appraisal Affiliates, LLC, who submitted a revised proposal reflecting a \$400 fee increase (from \$800 to \$1,200), noting that fees had not been raised in several years.
- The Board discussed whether to continue outsourcing or bring the process in-house next year.
- **Motion:** A motion was made by Commissioner Muldoon, seconded by Commissioner Iamonico, to authorize payment of \$1,200 to Appraisal Affiliates, LLC for the fixed asset valuation. All in favor. Motion carried.

- **Annual Financial Report**
 - Treasurer Barahona will begin working on the Annual Financial Report filing, as several portions can already be completed
 - The goal is to report balances as close as possible to the audited figures in order to minimize any future adjustments
- **Motion:** A motion was made by Commissioner Muldoon, seconded by Commissioner Iamónico, to accept the Treasurer’s Report for the period ending March 31, 2026. All in favor. The motion carried.

7. CHIEF’S REPORT

- **Incidents**
 - Last month, chemicals improperly disposed of in a town garbage truck reacted and ignited the truck’s cargo. To extinguish the fire, the contents were dumped at the Town DPW facility on Sprain Road, where firefighters manually raked through and extinguished the burning recyclables.
 - Chief Maseda reminded the public to use county-approved disposal methods for paints and finishes. The Town may impose significant fines on residents or property owners who illegally dispose of chemicals in household garbage.
 - There were a total of 186 incidents for the month.
- **Training**
 - On April 13, the officers conducted incident command training for various scenarios. DC Tim Mentrasti developed an interactive AI-assisted video and photo simulation that responded dynamically to officers’ decisions, producing different operational outcomes. The training also tested the district’s updated Mayday procedures, giving officers the opportunity to practice managing high-risk firefighter emergencies. Chief Maseda commended DC Mentrasti for developing the training program and authoring the Mayday procedure update.
 - Department members will participate in a readiness exercise with the FDNY on April 18. The exercise will focus on mutual aid planning and preparedness for major upcoming events, including the World Cup. Regional exercises remain an important component of large-scale event planning. The readiness exercise is grant funded, so all the overtime is refunded to the District by the County.
- **Fleet & Equipment**
 - The new fire engine arrived at the dealer’s facility this week for final fitment and pre-delivery inspections. Delivery to the District is expected within 30-45 days.
 - No bids have been received to date for the 2007 fire engine. Advertising has been expanded to include Facebook Marketplace in addition to broker and apparatus sales websites.
- **Administration**
 - The district has been notified by the Workers’ Compensation Insurance Rating Board that it must undergo a Rule 59 safety and loss prevention consultation and evaluation, triggered because the district’s experience rating exceeded 1.2, which mandates a review under state regulations.
 - A meeting with a NYSIF Code 59 Consultant is scheduled for June 23, 2026, to begin the review process. The review will include an evaluation of district policies and procedures, a physical inspection of district facilities, and recommendations for improvements.

- There are no fines or penalties associated with this review; it is a compliance and improvement process required by law.
 - Internal work on the district's OSHA policy review continues.
- **Motion:** A motion was made by Commissioner Iamónico, seconded by Commissioner Muldoon, to accept the Chief's Report for March 2026. All in favor. The motion carried.

8. COMMITTEE REPORTS

- **Health Safety & Welfare Committee (Chairman Vallarelli and Commissioner Iamónico)**
 - The Committee met with the Locals and several topics were discussed:
 - **Exposure Control Policy**
 - The Union requested a more clearly defined Exposure Control Policy
 - They asked that the district designate a tracking officer responsible for documenting exposures and reporting them to the Chief
 - **Medical Provider Panel & Health Monitoring**
 - Labor requested an improved medical provider panel for annual physicals
 - Additional priorities included:
 - Enhanced safety and cancer-prevention measures
 - Consistent tracking and recording of on-duty exposures in compliance with OSHA
 - Identification of the district's Medical Officer
 - Review of any policy or contractual implications
 - A more secure and confidential health records database for physicals, exposures, and related medical information
 - **Peer Support**
 - The Committee provided an overview of members who are qualified in peer support and the services available to personnel
 - **Cancer Tracking Discussion**
 - Chairman Vallarelli raised the importance of long-term cancer tracking, noting that many occupational cancers manifest after retirement
 - The goal is to better understand long-term health impacts and strengthen prevention efforts
 - **Next Steps**
 - The next committee meeting is tentatively scheduled for June
 - Chairman Vallarelli was referred to the Mount Sinai Selikoff Centers for Occupational Health and Chief Maseda and Chairman Vallarelli will follow up regarding available services, proposals, and pricing.
 - **Exposure Tracking System**
 - Discussion included the district's historical work with exposure-tracking systems.
 - The Chief confirmed that First Due, the district's current software, already has the capability to automatically track personnel present at flagged incidents.
 - Further review will be conducted to determine how best to implement or enhance automated exposure reporting.
 - Commissioner Muldoon raised a question regarding whether the Health, Safety & Welfare Committee will also meet with non-union administrative staff (Fire Chief, District Secretary and District Treasurer). The committee confirmed that they will meet with non-union staff on health, safety and welfare as well.

- **Monthly Fiscal Review** (Commissioner Muldoon and Commissioner Nanko)
 - The Committee met with Treasurer Barahona several weeks prior, to review fiscal and administrative matters. Three primary topics were discussed:
 - **Treasurer Barahona's Hours**
 - The Committee reviewed how Treasurer Barahona's hours are being utilized across day-to-day operations
 - It was noted that her workload consistently meets or exceeds the 20 hours per week originally budgeted when the position was created
 - The Committee discussed compensating for additional hours worked in 2025, which were incurred as part of the budgeting process for 2026 and the move to the new accounting system
 - **Long-Term Financial Projections**
 - The Committee reviewed the structure and layout of the district's financial reports and discussed how the long-term financial projection will be developed
 - Work on the projection has begun with a commitment to have that done by the end of May.

9. OLD BUSINESS

- **HFD/GFD**
 - Chairman Vallarelli and Commissioner Muldoon met with Chairman Groden and Commissioner Hershkowitz on March 13, 2026, regarding the HFD/GFD boundary review.
 - The district resubmitted Hartsdale's meets and bounds to Greenville.
 - Greenville is preparing a revised map incorporating that information. The Board is awaiting Greenville's consolidated map showing both districts' boundary lines in order to evaluate any differences.
 - Once the map is received, the Board will review the materials and determine next steps.
- **Website Update**
 - The new district website went live on March 26, 2026, and is functioning properly.
 - The FOIL submission feature has been tested and is working as intended.
 - Secretary Kane updated the administrative sections, including agendas and minutes.
 - The Board discussed the need to establish a process for posting operational and other related content to ensure timely updates.
 - Chairman Vallarelli asked Chief Maseda to work with department staff to identify a member who will be responsible for providing and posting updates on the website.
- **Discussion on Treasurer Barahona's Hours**
 - The Board revisited the discussion regarding Treasurer Barahona's additional hours worked during 2025. These hours were related to several projects beyond routine operations.
 - The Finance Committee reported that they had met, reviewed, and confirmed the additional hours for 2025.
 - **Motion:** A motion was made by Commissioner Muldoon, seconded by Commissioner Nanko, to compensate Treasurer Barahona \$9,138.00 for 158.4 hours worked above her standard 20 hours per week through December 31, 2025. All in favor. Motion carried.
 - Discussion on increasing Treasurer Barahona's weekly hours was deferred until the Board has more information regarding upcoming projects and workload needs.
 - Commissioner Muldoon also requested to meet with the Chief to review the additional projects that may impact future workload.

- Any additional hours worked in 2026 beyond the standard schedule will be addressed once 2026 employment terms are finalized.
- **Committee Assignments**
 - Chairman Vallarelli highlighted the need to finalize the draft responsibilities and goals document prepared for each committee.
 - He asked each committee to review the document, make any necessary modifications or approvals, and circulate their updated sections to the full Board prior to next month's meeting.
- **Board Member Assignments for Review of Existing Policies**
 - The Board finalized which commissioners are responsible for reviewing current district policies for any necessary changes:
 - Commissioners Iamonico & Nanko will review:
 - Code of Ethics
 - Workplace Violence Prevention Program Policy
 - Policy Against Workplace Sexual Harassment
 - Cell Phone Use Policy
 - Commissioner Muldoon will review:
 - Claims Auditing Policy
 - Credit Card Policy
 - Fund Balance Policy
 - Investment Policy
 - Chairman Vallarelli will review:
 - Public Comment Policy
 - Purchasing Procedures Policy
 - Record Retention Policy
 - Social Media Policy
 - Travel Policy
- **Promotional Exam Discussion**
 - The Board discussed the District's participation in the 2026 Fire Captain promotional exam following correspondence received by the Union on the matter. Chief Maseda provided background on the initial non-participation and the subsequent correction with the County Department of Human Resources.
 - Commissioner Nanko proposed developing a formal policy for reviewing and approving participation in promotional exams and for communicating exam participation to members. The Board agreed and asked that Commissioner Nanko draft an outline of such a policy for review at a future meeting.
 - **Motion:** A motion was made by Commissioner Iamonico, seconded by Commissioner Maguire, to formally confirm the District's participation in the 2026 Fire Captain and Deputy Chief promotional exams. The District has already been added to the participation list by the Westchester County Department of Human Resources. All in favor. Motion carried.

10. CORRESPONDENCE

- Secretary Kane submitted the monthly correspondence packet to the Board for review. Notable items included:
 - A FOIL request from SeeThroughNY for the firefighter contract, which was fulfilled.

- Notice of a rate increase from Coughlin & Gerhart, effective April 1, 2026. A resolution regarding this increase will be considered under new business.
- A letter from the Union regarding the District's initial decision not to participate in the 2026 Fire Captain promotional exam. The District has since opted in, and a response was sent.
- A Step 3 grievance from the Union which will be reviewed by the Board in accordance with contractual timelines.
- A consulting proposal related to the purchasing policy was received and will be addressed under new business.
- A Section 207 Seminar announcement by Coughlin & Gerhart; Commissioners Vallarelli, Nanko and Iamonico will attend.
- Notification by the New York Power Authority of increased January energy costs due to weather and supply conditions. The additional amount will be spread across the District's 2026 billing cycle.
- Documentation from Appraisal Affiliates regarding the fixed-asset valuation.
- Meeting notice sent to the Journal News
- FOIL responses sent to SeeThroughNY and to a separate request for a fire report

11. NEW BUSINESS

- **Coughlin & Gerhart 2026 Rates**
 - **Motion:** A motion was made by Commissioner Muldoon, seconded by Commissioner Iamonico, to approve the updated rates for Coughlin & Gerhart, LLP (Partner: \$300 per hour, Special Counsel and Of Counsel: \$300 per hour, Associates: \$260 per hour, Paralegals: \$210 per hour), effective April 1, 2026. All in favor. Motion carried.
- **Purchasing Policy Consultant Proposal**
 - Chief Maseda presented a proposal to engage a consultant to update the District's purchasing policy. The consultant, Paul Brennan, Director of Purchasing for Rockland County, estimated 25-50 hours of work at \$125/hour, with a not-to-exceed amount of \$6,500.
 - The Board discussed the scope of work and confirmed that professional services fall under a purchasing exception.
 - **Motion:** A motion was made by Commissioner Iamonico, seconded by Commissioner Maguire, to secure ProcurePath consulting services for development of the District's procurement policy and procedures, not to exceed \$6,500. All in favor. Motion carried.
- **Electronic Funds Transfer (EFT) Policy**
 - **Motion:** A motion was made by Commissioner Iamonico, seconded by Commissioner Muldoon, to adopt the Electronic Funds Transfer (EFT) policy. All in favor. Motion carried.
- **Authorization of Electronic Funds Transfers**
 - **Motion:** A motion was made by Commissioner Iamonico, seconded by Commissioner Muldoon to adopt the following resolution:

WHEREAS New York General Municipal Law §5-a authorizes local government officers to disburse or transfer funds by electronic or wire transfer when the governing board (a) executes a written agreement with the bank specifying authorized accounts, authorized officers, and security procedures, and (b) adopts a system of internal controls for documentation and reporting of such transfers; and

WHEREAS the Board of Fire Commissioners finds that the use of EFT will improve efficiency and safeguard public funds when governed by adequate internal controls consistent with guidance issued by the New York State Office of the State Comptroller.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners hereby adopts the “Payments and Electronic Funds Transfer (EFT) Policy” dated April 14, 2026, and authorizes the use of EFTs when available and applicable.

BE IT FURTHER RESOLVED that the Board authorizes the Chair and Treasurer to execute and maintain a written agreement with Toronto Dominion (TD) Bank, N.A., identifying the accounts from which EFTs may be made, the officers authorized to order such transfers, and the security procedures, and requiring the bank to provide written or electronic confirmation of each EFT no later than the next business day;

BE IT FURTHER RESOLVED that all EFT disbursements shall be made only after the Board’s thorough and deliberate audit of claims and approval for payment, and in accordance with the EFT Policy’s segregation of duties, documentation, security, and reconciliation provisions; and

BE IT FURTHER RESOLVED that the Treasurer shall provide monthly EFT summaries and reconciliation reports to the Board and that this policy shall be reviewed annually.

Upon roll call, the vote was as follows:

- Chairman Vallarelli – Aye
- Commissioner Iamonico – Aye
- Commissioner Maguire – Aye
- Commissioner Muldoon – Aye
- Commissioner Nanko – Aye

The resolution was adopted unanimously.

• **Policy Review**

- The revised Board of Fire Commissioners Policy and the Providing Fire and Emergency Services Policy (NFPA 1201-aligned) were distributed for Board review.
- Board members will submit comments prior to the next meeting.

12. PUBLIC COMMENT

• **New Website**

- Brian Townsend, member and District resident, provided comments regarding the newly launched District website. He noted that the site appears well designed overall and identified a few items for correction or clarification:
 - The “History” section references 17 volunteers, which appears to be outdated content carried over from the prior website.
 - The terminology used on the site (“Fire District” and “Fire Department”) may be interpreted by the public as referring to separate entities, and he suggested considering more consistent language.

- It was noted that the “History” section will be updated and that the terminology was initially separated for layout purposes; further refinement will be reviewed.
- **Box Alarm System**
 - Mr. Townsend asked about the status of the legacy box alarm system.
 - The Board confirmed that the system was formally decommissioned by voter approval several years ago.
 - He expressed concern that the physical alarm boxes remain in the community without signage indicating they are out of service and suggested marking or removing them.
- **Firefighter Gear Maintenance and Budget Prioritization**
 - Mr. Townsend also expressed concern regarding the cost of administrative expenditures compared to operational needs.
 - Specifically:
 - He commented on the District’s annual turnout gear cleaning and inspection process, stating that, to his understanding, not all required sets had been serviced due to cost.
 - He also commented on the cost of the proposed purchasing policy consultant in comparison to the cost of gear maintenance.
 - The Board acknowledged the concern and stated that the costs associated with gear inspection and cleaning would be reviewed.
- **Website Access and Management**
 - Frank Musorrafiti, member and District resident, inquired about how the public can access the new District website and whether any additional steps are required. It was noted that the site is available at hartsdalefire.gov and that visitors using the prior website address are automatically redirected to the new site.
 - Secretary Kane invited members to report any inaccuracies or outdated information, noting that some content was migrated from the prior website and may require further updates.
 - There was discussion regarding the absence of a members’ login section on the new website, which had existed on the prior site. It was clarified that the former members’ area primarily allowed members to draft and submit articles or posts for approval.
 - Commissioner Nanko asked whether there has been any change in the officer assigned to managing the website and post content. Chief Maseda responded that the focus has been on launching and stabilizing the public-facing portion of the website, and that Deputy Chief Musorrafiti remains the assigned officer.
 - Mr. Musorrafiti requested clarification regarding the differences between the new and prior website. Commissioner Muldoon noted that the new website provides improved functionality and accessibility across devices, whereas the prior site was more limited and static in design.

13. EXECUTIVE SESSION

- A motion was made by Commissioner Iamonico, seconded by Commissioner Muldoon, to open Executive Session to discuss a personnel matter related to a Step 3 grievance. All in favor. Motion carried.
- The Executive Session opened at 10:16 p.m. Chief Maseda, Secretary Kane, and Treasurer Barahona were excused and were not present during the session.

- A motion was made by Commissioner Iamonico, seconded by Commissioner Nanko, to close Executive Session. All in favor. Motion carried.
- Executive Session closed at 11:10 p.m.

14. ADJOURNMENT

- There being no further business for the Regular Meeting, a motion was made by Commissioner Iamonico, seconded by Chairman Vallarelli, that the meeting be adjourned. All in favor. The motion carried.
- Chairman Vallarelli adjourned the meeting at 11:10 p.m.

Minutes were prepared and submitted by:



Christine K. Kane
Fire District Secretary