HARTSDALE FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES
July 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, July 14, 2026.

Members present:	Chairperson	Vallarelli
	Commissioners	Maguire, Nanko
	Chief	Maseda
	Secretary	Kane
	Treasurer	Barahona
Members absent:	Commissioners	Iamonico (with notice), Muldoon (with notice)

1. CALL TO ORDER

- Chairman Vallarelli called the meeting to order at 7:40 p.m.

2. EXECUTIVE SESSION

- A motion was made by Chairman Vallarelli, seconded by Commissioner Nanko, to open Executive Session to discuss matters relating to collective bargaining negotiations pursuant to Civil Service Law Article 14. All in favor. Motion carried.
- The Executive Session opened at 7:41 p.m.
- A motion was made by Commissioner Nanko, seconded by Commissioner Maguire, to close Executive Session. All in favor. Motion carried.
- Executive Session closed at 8:18 p.m.

3. PLEDGE OF ALLEGIANCE

- Commissioner Nanko led the Pledge of Allegiance.

4. APPROVAL OF PREVIOUS MEETING MINUTES

- Secretary Kane read aloud a revision that was made to the previously submitted draft minutes.
- **Motion**: A motion was made by Commissioner Maguire, seconded by Commissioner Nanko, to approve the revised minutes of the Regular Meeting on June 9, 2026, as submitted by the Secretary. All in favor. The motion carried.

5. BILLS RENDERED

- **Motion**: A motion was made by Commissioner Nanko, seconded by Commissioner Maguire, to accept and authorize payment of the bills reviewed by the Board from June 9 – July 14, 2026, in the total amount of $273,305.54. All in favor. The motion carried.

6. TREASURER'S REPORT

- **Cash Balances**
  - Treasurer Barahona presented the current cash balances as of June 30, 2026.
    - Operating Fund: $114,973.71
    - General Fund: nearly $1,665,294.46
    - Treasurer Barahona reviewed the monthly financial activity, noting that, with the exception of the following items, activity was routine:
      - The District had an adjustment for workers' comp that relates to the 2024-2025 audit and the District paid the usual monthly payment.
      - The District sent out the second quarter Medicare reimbursements
      - The District also paid the interest for the bond.

- **Investment Discussion**
  - Treasurer Barahona further reported that the change in the General Fund balance was due to the investment of approximately $13 million in certificates of deposit (CDs) with staggered maturity dates throughout the year. The CDs are currently earning interest rates ranging from 3.3% to 3.4%. She noted that she had previously discussed exploring other investment opportunities. While the available rates appeared comparable, additional information is needed regarding any fees or costs associated with transitioning investments. In the interest of time, the funds were invested in CDs, and the District will evaluate other investment options as the CDs mature.

- **Audit Update**
  - Treasurer Barahona also reported that BST & Co. finalized the District's audit and issued its opinion on June 29. She plans to schedule a presentation by BST for the September Board meeting to review the audit and financial statements.
  - She advised that the District's Workers' Compensation audit is scheduled for July 28.

- **Motion:** A motion was made by Commissioner Nanko, seconded by Commissioner Maguire, to accept the Treasurer's Report for the period ending June 30, 2026. All in favor. The motion carried.

7. CHIEF'S REPORT

- **Incidents**
  - Chief Maseda reported that the high heat and heavy rains during the month contributed to an increase in weather-related incidents and EMS responses. An incident analysis report for June and the first half of the year was provided to the Board. Overall incident numbers remain consistent with the prior year, and the department is currently on pace for similar annual totals. Expected incident volume for 2026 is on track to fall between 2,200 and 2,300.

  - A total of 174 incidents were reported during the month of June.

- **Training**
  - The Chief reported that crews conducted long-distance water supply drills during the month. These drills involve establishing water supply operations over significant distances, sometimes more than a mile. Crews worked to deliver over 1,000 gallons of water per minute over one quarter of a mile through Ridge Road Park. The Chief commended the members for a well-executed drill.

- **Fleet & Equipment**
  - **New Engine:** The Chief provided an update regarding the new engine. The new fire engine had a portion of the dealer's work completed, and the District is currently awaiting additional paint work, and tool mounting is awaiting fabrication. They sent some updated pictures, and the dealer estimates completion by next week.

  - **Pickup Truck**: The Chief reported that the Town is expected to take possession of the pickup truck. The department is currently awaiting parts needed to complete the upfitting of the truck.

  - **Alarm Box Removal:** The Chief reported that the fire alarm box removal is scheduled for August and September.
    - Commissioner Maguire requested information regarding the total number of boxes and potential value/revenue that could be generated from their sale. Discussion was held regarding the proper method of disposal and maximizing the return on the equipment. The Chief will consult with the appropriate resources regarding the required process and options for sale, including whether auction or other methods may be used.
    - Commissioner Maguire discussed utilizing any proceeds from the sale of the alarm boxes for facility-related needs.

- **Administration**
  - **Code 59 Safety Review Meeting**: The Chief reported that he and Secretary Kane met with the NYSIF Workers' Comp. Consultant for the NYS Department of Labor Code 59 review on June 29th. The NYIF Consultant reviewed district records and conducted a walkthrough of both stations. No immediate concerns were identified. The district is continuing to provide requested documentation.

  - **Policy:** The Chief provided updates on several ongoing policy initiatives, including internal OSHA policy reviews and work on the Purchasing/Procurement Policy. The Chief reported that the district is working with Beacon Bids, an electronic procurement platform, to test the process for issuing Requests for Quotes and Requests for Bids.
    - Commissioner Nanko noted that the Procurement Policy is not yet complete and ready for adoption and requested clarification regarding references to the Procurement Policy versus the Purchasing Policy as they refer to the same policy.

- **Other**
  - **Website Committee:** The Chief reported that the department is targeting September to establish a content committee for website updates and maintenance.

  - **Gear Inspection/Cleaning Services:** The Chief reported that requests for quotations for gear inspection and cleaning services are anticipated to go out in July or August.

  - **PFAS-Free gear:** The Chief reported that preliminary discussions have occurred regarding PFAS-Free protective gear. A committee will be formed to evaluate available options, gathering feedback from members, and provide recommendations for consideration.

- **Motion:** A motion was made by Chairman Vallarelli, seconded by Commissioner Maguire, to accept the Chief's Report for June 2026. All in favor. The motion carried**.**

8. **COMMITTEE REPORTS**

- **Standard Operating Procedures/Guides Committee:**
  - Commissioner Nanko asked the Chief to explain the purpose of the draft OSHA policy manual that had been distributed to the Board. The Chief explained that the intent is to consolidate the District's existing SOPs, policies, and related documents into a single comprehensive manual. He stated that the existing policies were analyzed against OSHA standards (29 CFR 1910) to identify policy gaps.

  - The Chief further explained that the manual includes both existing policies and newly developed draft policies intended to address those gaps. He noted that any policy that has not yet been adopted is clearly identified as a "Draft." The Chief stated that the priority is to complete policies addressing the identified gaps before returning to review and update existing policies for clarity and usability.

  - Commissioner Nanko commented that the draft appeared to be comprehensive.

- **Monthly Fiscal Review Committee:**
  - Commissioner Maguire reported that he and Treasurer Barahona met to continue work on the District's long-term financial outlook. He stated that several underlying assumptions, including matters related to taxation policies and the tax roll, were identified and questions were submitted to the Town Assessor. Responses are still pending and will help inform completion of the financial projections.

  - Commissioner Maguire and the Treasurer discussed scheduling a follow-up meeting to continue refining the projections and supporting budget schedules. The Treasurer also reported that she has begun revising the supporting budget schedules to provide greater detail and better organize the District's larger budget items. Chairman Vallarelli expressed interest in attending the next meeting. Commissioner Maguire stated that he would advise of the meeting date once scheduled.

9. **OLD BUSINESS**

- **HFD/GFD Boundary Update**
  - Chairman Vallarelli reported that he had directed Secretary Kane to contact the Greenville Fire District to obtain contact information for Chairman Walter Groden so the Board could discuss Greenville's position on the consolidated maps. As the District had not received the Chairman's contact information or a response from the Greenville Board prior to the meeting, discussion on the matter and next steps will be deferred until the September Board meeting.

- **Committee Responsibilities and Goals**
  - The Board agreed to table discussion of committee responsibilities and goals until the September Board meeting when the full Board is present.

10. **CORRESPONDENCE**

- Correspondence received since the previous Board meeting had been provided to the Board for review prior to the meeting. The Secretary asked whether the Board had any questions regarding the correspondence and none were raised. The Secretary also reported that, since the correspondence packet was distributed, the District had received two Workers' Compensation reimbursement checks. In addition, she advised that the cover letter and required paperwork for Westchester County Department of Human Resources regarding the Treasurer's transition to a full-time position had been completed and sent.

11. NEW BUSINESS

- **Revised Claims Auditing Policy**
  - The Chief and Secretary explained the proposed revisions to the Claims Auditing Process Policy. They stated that the changes are intended to improve workflow and accuracy while maintaining the Board's oversight of all claims.
  - Under the proposed process, a draft abstract of claims would be prepared using a cutoff date of the Thursday preceding the Board meeting and distributed to the Commissioners in advance as part of the meeting packet to allow sufficient time for review. Claims received after the cutoff date but before the meeting would be presented to the Board that evening for review and physical audit. Upon Board approval and signature, those claims would be entered into Aplos as pre-approved claims. Following the meeting, a final abstract reflecting all claims approved by the Board would be generated and countersigned by the Secretary before payment is processed by the Treasurer.
  - The Board discussed the proposal and expressed support for the revised workflow.

  - **Resolution:**

    A motion was made by Commissioner Nanko, seconded by Commissioner Maguire to adopt the following resolution:

    WHEREAS, the Board of Fire Commissioners has reviewed the revised Claims Auditing Policy; and

    WHEREAS, the Board finds that adoption of the revised policy is in the best interests of the District;

    NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby adopts the revised Claims Auditing Policy, effective immediately.

    Roll Call Vote:
    - Chairman Vallarelli – Aye
    - Commissioner Maguire – Aye
    - Commissioner Nanko – Aye

    Absent:
    - Commissioner Muldoon
    - Commissioner Iamonico

12. PUBLIC COMMENT

- Freddy Victoria, a resident of the District, asked questions regarding the District's investment of funds into certificates of deposit (CDs), including whether there are regulatory requirements governing investment options for public entities.
  - The Treasurer explained that while there are other investment options available, CDs were utilized at this time due to timing considerations and current interest rates. She advised that the District is exploring other investment opportunities and has consulted with the auditors regarding options available to governmental entities, including any applicable fees or restrictions.

- Mr. Victoria also asked questions regarding the District's emergency medical response model and the feasibility of operating a dedicated ambulance service.

- The Chief explained the operational, staffing, regulatory, and financial considerations associated with providing ambulance transport services. He noted that the District currently operates within the Town's EMS system with Greenburgh Police Department and that transporting patients would require additional staffing, regulatory approval, and further assessment. The Chief further stated that the current system provides rapid emergency response and allows the District to maintain operational readiness for multiple types of emergencies.
- Commissioner Nanko further explained that the purpose of the current response model and assigned apparatus is to ensure that personnel and equipment remain available to respond to additional emergencies, including fire-related incidents, after initiating an EMS response. He noted that when appropriate, the scene can be transferred to the Greenburgh Police Department, allowing District resources to return to service.

- There were no further public comments.

13. EXECUTIVE SESSION

- A motion was made by Commissioner Nanko, seconded by Commissioner Maguire, to open executive session to discuss matters relating to the employment of a particular person(s). All in favor. Motion carried.
- The Executive Session opened at 8:58 p.m.
- A motion was made by Chairman Vallarelli, seconded by Commissioner Maguire, to close Executive Session. All in favor. Motion carried.
- Executive Session closed at 9:11 p.m.

14. ADJOURNMENT

- There being no further business for the Regular Meeting, a motion was made by Commissioner Maguire, seconded by Commissioner Nanko, that the meeting be adjourned. All in favor. The motion carried.
- Chairman Vallarelli adjourned the meeting at 9:11 p.m.

Minutes were prepared and submitted by:

Christine K. Kane
Fire District Secretary