



HARTSDALE FIRE DISTRICT

BOARD OF FIRE COMMISSIONERS



REGULAR MEETING MINUTES

February 10, 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, February 10, 2026.

Members present:

Chairperson	Vallarelli
Commissioners	Iamonico, Muldoon, Nanko
Chief	Maseda
Secretary	Kane
Treasurer	Barahona

Members absent: Commissioner Maguire (with notice)

1. CALL TO ORDER

- Chairperson Vallarelli called the meeting to order at 7:44 p.m.

2. PLEDGE OF ALLEGIANCE

- Commissioner Vallarelli led the pledge of allegiance

3. APPROVAL OF PREVIOUS MEETING MINUTES

- A motion was made by Commissioner Muldoon, seconded by Commissioner Iamonico, to approve the minutes of the Regular Meeting on January 13, 2026, as submitted by the Secretary. The motion carried.
- A motion was made by Commissioner Muldoon, seconded by Commissioner Iamonico, to approve the minutes of the Organizational Meeting on January 13, 2026, as amended. The amendment is as follows:
 - The motion designating the second Tuesday of every month, with the exception of August, as the Regular Monthly Meeting night, is amended to include: *“Additionally, the December meeting will be held on a Wednesday due to the Fire District Election being held on the second Tuesday.”*

The motion carried.

4. BILLS RENDERED

- A motion was made by Commissioner Nanko, seconded by Commissioner Iamonico, to accept and authorize payment of the bills reviewed by the Board for the month of January 2026, in the total amount of \$344,138.25. The motion carried.

5. TREASURER’S REPORT

- Treasurer Barahona presented the current cash balances as of January 31, 2026:
 - Operating Fund: \$581,681
 - General Fund: \$2,677,190.65

Treasurer Barahona explained that the balances include a Certificate of Deposit (CD) of a little over \$1 million that matured during the month, as well as the District's final CD of approximately \$760,000, which matured the previous day. The District continues to maintain funds in restricted CDs, two of which will mature this month and one next month.

- Treasurer Barahona reported that January income and expenses were straightforward. Account No. 3410 (Fleet and Equipment) reflects the purchase of the District's new pickup truck.
- A budget versus actual report was not presented, as it is still early in the fiscal year.
- Treasurer Barahona reported that she contacted Bond Counsel to begin the process and prepared a cash flow analysis to determine the District's funding needs through the end of May. Using actual January income and expenses, less accruals, and budgeted figures from February through mid-May, and after considering available cash, maturing CDs, and the purchase of the new engine, it was estimated that approximately \$600,000 will be needed for the District's TAN to fund operations through mid-May.
- Treasurer Barahona reported that she will file for an extension for the Financial Annual Report (FAR), which is due 60 days from year end, in order to align the District's balances as closely as possible with audited figures and minimize adjustments at the time of filing.
- A motion was made by Commissioner Iamonico, seconded by Commissioner Nanko, to accept the Treasurer's Report for the period ending January 31, 2026. The motion carried.

6. CHIEF'S REPORT

- **Incidents**
 - Chief Maseda reported that during the month, a water main break on Central Avenue triggered a water emergency in Hartsdale and Edgemont. The twenty-inch main caused a loss of water supply for approximately one and a half days during some of the coldest days of the year. Chief Maseda expressed appreciation to the Bedford Hills, Yorktown Heights, and South Salem Fire Departments for providing tankers and personnel to support the water supply while repairs were completed.
 - Chief Maseda further reported that the Department's Technical Rescue Team was dispatched to assist in the recovery of a person who jumped from the Bear Mountain Bridge. Hartsdale, along with Fairview, Greenville, and Scarsdale, assisted in the response. The victim unfortunately succumbed to injuries.
 - Total incidents for the month were reported as 206. This was the first full month of reporting on the new national standard. Incident types are now broken down more than they have been in the past.
- **Training**
 - Chief Maseda reported that the Department's migration to the First Due Software Platform is ongoing and has now progressed into training records and content management. Staff are currently evaluating training content providers to integrate into the new platform, which will replace the existing system. Completion of the evaluation process is expected within approximately two months.

- **Buildings and Grounds**

- Chief Maseda reported that the bathroom restoration at Station 2 has been completed. Chief Maseda expressed appreciation to the District's building specialists for their work renovating the plumbing, shower, and tile in a room that had been used for storage for nearly twenty years.

- **Fleet and Equipment**

- Chief Maseda reported that the replacement pickup truck was delivered by the dealer with the plow and back rack installed. Installation of the bed cover, radio, and emergency lighting still needs to be done and the District is working with the town to get it done.
- Chief Maseda further reported that a mid-construction inspection was completed on the new fire engine in South Dakota. Chief Maseda commended the members who went out to South Dakota for their effort and tremendous attention to detail. Final inspection and acceptance testing are scheduled for the end of the month.
 - Commissioner Muldoon asked whether there were any concerns that were raised during the recent mid-construction inspection of the new fire engine.
 - Chief Maseda reported that no significant concerns were identified and that all noted items are correctable. Out of approximately 200 pages of specifications, only about two and one-half pages of items required correction. A small change order in the amount of approximately \$1,700 was issued to address minor items. At the time of inspection, the chassis was substantially complete, subject to correction of the listed items. The pump house remained under construction, and the body had been welded and painted, with wiring in progress.
 - Chief Maseda further reported that the next inspection will involve a fully completed apparatus, including road testing, pump testing, and a comprehensive top-to-bottom verification of all specifications. Following this, a final quality assurance review will be conducted with staff. The process typically requires approximately one and one-half days and represents a critical step in what is expected to be an 18- to 20-year investment. During this review, any issues identified will be addressed directly with the respective manufacturer teams, including electrical, plumbing, and engineering personnel.
 - Chief Maseda reported that the Apparatus Committee is currently co-led by Deputy Chief Liberatore and Deputy Chief Mentrasti.
 - Commissioner Muldoon expressed that he would be interested in having them present to or speak with the Board following the final inspection.

- **Administration**

- Chief Maseda reported that he has tasked Deputy Chief Aquilino with starting a revision cycle of the Department's operational and OSHA policies following the annual review conducted in January with the members. Members identified several policies that needed to get updated. Chief Maseda further reported that revisions to the District's purchasing policies are also underway.
- A motion was made by Commissioner Iamonico, seconded by Commissioner Nanko, that the Chief's Report for January be accepted. The motion carried.

7. **OLD BUSINESS**

- **HFD/GFD**

- Chairperson Vallarelli reported on the ongoing border matter between the Hartsdale Fire District (HFD) and the Greenville Fire District (GFD). The Chairperson noted that proceeding with

public hearings before the Town Board, and potentially litigation in State Supreme Court, could result in significant cost to the District. The Board discussed seeking another joint meeting, similar to prior discussions, with the goal of reaching a resolution with Greenville. It was noted that the Board had previously approved a motion to file with the Town Board; however, pursuing a mutual agreement would be the most efficient path to resolution. The proposed approach would utilize the current tax map boundary, resulting in no fiscal impact to either District. The Board agreed to provide Greenville one final opportunity to engage in discussions. A meeting and response from Greenville is requested by the March meeting. If Greenville declines to proceed, the District will move forward with filing, as previously planned.

- **Update on Website**

- Secretary Kane reported on the status of the website redesign. She met with Streamline’s website implementation manager on January 14 to review the design and provide feedback. She has since begun outlining and formatting portions of the site to simplify navigation and prepare core content.
- Certain requested layout features are not currently supported by the platform; however, the implementation manager indicated he would submit a feature request and in the meantime will assist with page setup and provide training for those responsible for posting content. Christine will meet with the implementation manager again on the 13th to discuss next steps.
- The proposed primary sections of the site will include District information, Department information, learning, programs and services, and a “How Do I” section, along with quick links for Board Meetings, Board Documents, Event Requests, News and Notices, and FAQs.
- It was agreed that the site will go live once the core pages are completed, with additional content added thereafter. Commissioners will advise Secretary Kane which pages should be prioritized for launch. The Board expressed appreciation for the work being done on the website.

8. CORRESPONDENCE

- Secretary Kane reported routine correspondence, including filing of the Oaths of Office with the Town Clerk, submission of the Gross Earnings Report for 2025, LJ1-A Salary Adjustments for 2026, and Certified Payroll to Westchester County HR, and FOIL-related communications. There were no items requiring Board action.

9. NEW BUSINESS

- **Approval of Omitted November 2025 Bills from Abstract Presented at the December 10, 2025 meeting**
 - A motion was made by Chairman Vallarelli, seconded by Commissioner Iamonico, to approve the omitted bills from the November 2025 abstract, which were inadvertently excluded from the abstract approved at the December 10, 2025 meeting, in the total amount of \$24, 324.74, as presented on the supplemental list, bringing the revised total bills for November 2025 to 301,896.89. The motion carried.
- **Board Committees – Membership Finalization and Initial Action Planning**
 - The Board reviewed and finalized committee assignments. After discussion, the following memberships were agreed upon:
 - **Administrative Policy & Procedures:** Commissioner Maguire and Commissioner Vallarelli
 - **Standard Operating Procedures/Guides:** Commissioner Iamonico and Commissioner Nanko
 - **Health, Safety & Welfare / Negotiations:** Commissioner Iamonico and Commissioner Vallarelli
 - **Master Plan:** Commissioner Muldoon and Commissioner Vallarelli

- **Facilities & Apparatus:** Commissioner Iamónico and Commissioner Nanko
 - **Community & Government Relations:** Commissioner Nanko and Commissioner Vallarelli
 - **Monthly Fiscal Review:** Commissioner Muldoon (with rotating second member)
 - The Board discussed rotating membership for the Monthly Fiscal Review and agreed that the second member will rotate monthly, separate from invoice approval responsibilities.
 - Discussion also occurred regarding committee guidelines and scope of responsibilities. It was noted that draft guidelines had previously been circulated. The Board agreed to schedule a Work Session at which time each committee will review the guidelines, suggest any revisions, and finalize scope and expectations.
 - Following the working session, committees will begin meeting at their discretion and provide regular progress reports at Board meetings.
 - The Board determined that formal approval of committee structure and purpose will occur after the working session once scope and responsibilities are finalized.
- **Resolution Directing Staff to Draft and Implement a Financial Controls Policy to Satisfy Insurance Underwriter Requirements**

A motion was made by Commissioner Muldoon, seconded by Commissioner Iamónico, to adopt the following resolution:

WHEREAS, the Board of Fire Commissioners (“Board”) of the Hartsdale Fire District (“District”) is responsible for establishing and maintaining strong internal controls to safeguard public funds and to promote fiscal accountability; and

WHEREAS, the District’s insurance underwriter, through its broker, has requested written confirmation that the District will implement a policy requiring: (i) two signatures on checks above a specified amount; (ii) a policy requiring the approval of more than two people for purchases; and (iii) that bank accounts and credit card statements are reconciled by a person who is not authorized to deposit, withdraw, issue checks, or use the credit card(s); and

WHEREAS, the Board supports these measures as consistent with prudent public stewardship and seeks to formalize such controls in a District policy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Hartsdale Fire District as follows:

1. **Direction to Prepare Policy.** The Treasurer, District Secretary, and Fire Chief are hereby directed to prepare and present to the Board a draft “Financial Controls and Disbursement Policy” that, at a minimum, shall include the following provisions:

Dual Signatures on Checks: All District checks in an amount greater than a threshold to be established by the Board of Fire Commissioners (the “Dual Signature Threshold”) shall require two (2) authorized signatures or electronic approvals. The policy shall identify the roster of authorized signatories and set forth appropriate segregation of duties.

Purchasing Approvals (More Than Two People): All purchases, contracts, or financial commitments above a certain threshold to be set by the Board shall proceed without documented approval by more than two individuals, incorporating appropriate roles to ensure segregation of duties (e.g., initiator/requisitioner, purchasing/administrative review, and oversight/authorization by a Commissioner or the Board as applicable), and alignment with applicable procurement thresholds and procedures.

Independent Reconciliations: Monthly reconciliations of all bank accounts and District credit card statements shall be performed by an individual who does not have authority to

deposit, withdraw, issue checks, or use a District credit card, with reconciliation reports provided to the Board (or Audit/Finance Committee) for review.

Segregation of Duties & Documentation: Clear segregation of duties shall be defined for initiating, approving, processing, disbursing, and reconciling transactions, with required documentation, audit trails, and retention periods.

Exceptions/Emergencies: Any necessary exceptions (e.g., emergency purchases) shall be documented and reported to and ratified by the Board at the next regular meeting.

Monitoring & Review: The policy shall require periodic review (at least annually) and updates as needed to maintain best practices and underwriter compliance.

2. **Threshold Establishment.** The Dual Signature Threshold shall be set by the Board within the policy contemplated herein or by separate resolution and may be adjusted from time to time by subsequent Board action.

3. **Timeline.** Staff shall present the draft policy to the Board at the next regular meeting (or no later than 60 days from the date of this Resolution) for consideration and adoption.

4. **Underwriter Confirmation.** The Chair (or designee) is authorized to transmit written confirmation to the District's insurance broker/underwriter that the Board has approved this Resolution and that the District has directed staff to prepare and adopt the required policy, including a Board-established Dual Signature Threshold.

5. **Effective Date.** This Resolution shall take effect immediately.

Upon roll call, the vote was as follows:

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

The motion was adopted unanimously.

• **Submission of Draft Policies for Board Review and Future Consideration**

- The Board will review the draft policies sent by Commissioner Vallarelli and make comments to discuss during a Work Session
- The Board discussed reviewing and revising existing policies prior to prioritizing the creation of any new policies. The Board agreed that, at a minimum, all policies should follow a consistent format, including a cover page, standardized header, and uniform size and spacing.
- Commissioner Nanko reported that, in light of the District's current focus on revising existing policies and developing new policies, he will defer preparation of the welcome package for new Commissioners that was discussed at the January meeting. He noted that once the policies are updated and finalized, it will be clearer what materials should be included in the welcome packet.

• **Re-Establishing a Semi-Annual or Annual Public Newsletter about Operations**

- The Board discussed reestablishing a periodic public newsletter to provide operational updates and improve communication with the community. It was noted that the new District website will serve as a central information source and could support development of a semiannual or annual summary newsletter.

- The possibility of adding a website feature allowing residents to sign up for email communications was discussed as a method to distribute the newsletter electronically, with potential use of homeowner association distribution lists as well.
 - Discussion included preparing a brief periodic report summarizing District operations and activities, designating an individual to compile the content, and having Commissioner Iamonico review and approve prior to distribution.
 - The Board agreed to revisit the newsletter and communications structure after the website is operational and sufficient content has been developed.
- **Designation of Website Content Administrators**
 - The Board noted that, due to Secretary Kane’s existing responsibilities and workload, development of newsletter, website, and public communications content cannot rest solely with her and will require shared responsibility and coordination under an overall communications approach. The Board discussed exploring options, including utilizing members who are computer savvy and potential internship assistance by local high school students, to help support ongoing website content and communications needs.
- **Expectations for Long-Term Financial Projection**
 - The Board discussed development of a long-term financial projection to provide insight into the District’s overall financial outlook. It was noted that the projection would serve as a planning and forecasting tool and not as the sole determining factor in decision-making. The projection would help evaluate the long-term financial impact of strategic initiatives, capital planning, labor agreements, and other financial obligations.
 - Discussion included developing an initial three- to five-year projection, with a long-term goal of extending to ten years, using known fixed costs, capital plans, and reasonable assumptions for variable expenses such as health insurance and pension obligations. Assumptions would be reviewed and updated periodically to maintain accuracy.
 - The Board agreed that this tool would assist in assessing long-term financial health and future budget planning. It was further discussed that timelines and priorities for this and other ongoing initiatives should be reviewed at a Work Session to ensure resources are appropriately allocated.
- **Project Planning/Workload and Initiative Prioritization**
 - Discussion occurred regarding current workload demands and the number of active initiatives underway. It was noted that the Chief, Secretary, and Treasurer are each managing significant operational responsibilities in addition to multiple ongoing initiatives, and that balancing daily operational demands with project work has proven challenging. Particular discussion focused on the Treasurer position, which was established as part-time; however, due to workload demands, the Treasurer has been working hours approaching full-time since assuming the role.
 - It was suggested that a structured review of all projects and initiatives be conducted at an upcoming work session to establish reasonable timelines, priorities, and resource allocation based on available staffing capacity. Discussion included the need to ensure initiatives are sequenced appropriately to avoid overextension and to support effective implementation. The Board and Chief agreed that a consolidated list of projects and priorities will be developed and discussed at the Work Session to guide planning and set expectations.
 - The possibility of transitioning the Treasurer position to full-time status was discussed; however, no formal action was taken at this time, and the matter will be reviewed further.
- **Format for Annual Chief’s Report**
 - Discussion occurred regarding the format and content of future Chief’s reports to ensure consistency and usefulness to the Board. Commissioners were asked to provide input regarding any additional data or reporting elements they would like included. Commissioner Muldoon

expressed interest in incorporating high-level call categories and comparative data (e.g., quarterly or year-over-year). It was noted that data extraction and analysis currently require significant manual effort. The goal is to establish a consistent reporting format going forward, subject to any agreed-upon enhancements.

- **Meeting Schedule**

- The Board discussed a proposal to adjust the meeting schedule so that future meetings would begin at 7:30 p.m. with the meeting entering Executive Session immediately upon opening, and Open Session resuming at approximately 8:00 p.m.
- Discussion included ensuring compliance with Executive Session requirements and maintaining organization to allow Executive Session matters to be addressed efficiently. It was noted that conducting Executive Session at the beginning of the meeting could allow any resulting motions or resolutions to be voted upon during the early public portion of the meeting, rather than later in the evening.
- Consideration was given to public attendance and notice requirements, including ensuring proper public notice and avoiding inconvenience to attendees who may arrive expecting the traditional format. It was acknowledged that clear communication would be necessary if a schedule change is implemented.
- The Board agreed to announce the proposed adjustment at the March meeting and solicit feedback from members of the public. Subject to feedback, the Board will consider implementing the revised schedule on a trial basis starting with the April meeting.

- **Work Session Date**

- The Board scheduled a public work session to be held on Thursday, February 26 at 7:30 p.m. to review draft policies, establish a prioritized policy list, and discuss Board and Chief project lists for purposes of prioritization.

10. PUBLIC COMMENT

- Deputy Chief Liberatore asked the Board what information it would like included in next month's apparatus presentation. The Board indicated it would like an overview of the inspection process for the new engine, including how specifications and components were selected, any issues identified, items that performed better than anticipated, and general observations and lessons learned from the overall experience.

11. EXECUTIVE SESSION

- A motion was made by Chairman Vallarelli, seconded by Commissioner Iamonico, to open Executive Session to discuss collective bargaining negotiations and matters relating to the employment of a particular person(s).
- The Executive Session opened at 9:35 p.m.
- The Board discussed a legal matter, collective bargaining negotiations, and employment matters of particular persons.
- A motion was made by Commissioner Nanko, seconded by Commissioner Iamonico, to close Executive Session.
- The Executive Session closed at 10:30 p.m. No action was taken in Executive Session.

12. ADJOURNMENT

- There being no further business for the Regular Meeting, a motion was made by Commissioner Iamónico, seconded by Commissioner Muldoon, that the meeting be adjourned. The motion carried.
- Chairperson Vallarelli adjourned the meeting at 10:30 p.m.

Minutes were prepared and submitted by:

Christine K. Kane
Fire District Secretary