


George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Fire Advisory Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Michael J. De Vittorio, 563 Locust Avenue, Port Chester, New York as a County Firefighter's Association member of the Westchester County Fire Advisory Board, for the term January 12, 2023 to December 31, 2025.

Given under my hand  
and seal this 12<sup>th</sup> day  
of January, 2023.



George Latimer  
County Executive

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County Executive

January 12, 2023

Mr. Michael J. De Vittorio  
563 Locust Ave.  
Port Chester, NY 10573

Dear Mr. De Vittorio,

It is my pleasure to appoint you to serve as a County Firefighter's Association member of the Westchester County Fire Advisory Board effective today, Thursday, January 12, 2023. This appointment is for a term to expire on December 31, 2025.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed. Please contact the Department of Emergency Services at (914) 231-1700, for the date, place, and time of the Fire Advisory Board's upcoming meeting for your participation.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer  
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators  
Richard Wishnie, Commissioner, Dept. of Emergency Services  
Joan McDonald, Director of Operations

Office of the County Executive

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

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Telephone: (914)995-2900

[westchestergov.com](http://westchestergov.com)

## **Michael J. De Vittorio**

563 Locust Ave.  
Port Chester, NY 10573  
Phone 937-7846  
Fax (203) 531-5377  
E-mail [Stench60@aol.com](mailto:Stench60@aol.com)

### **Employment History:**

2002- Present Shelbourne Co. , Greenwich, CT

#### **Facilities Manager**

I manage the day to day operations of a 200,000 square foot, 13 acre office park in the town of Greenwich, CT. The day to day duties include the supervision of Mechanical, Landscaping and Housekeeping crews, the supervision of onsite construction and renovations as well as reviewing proposals for new work to be done on the facility. I also supervise the maintenance and modification of all Mechanical, Electrical and Plumbing systems on site. I also supervise the time records and control the overtime allotment for work crews. I also handle maintenance of tenant billing records.

The supervision and maintenance of building safety systems, including fire alarm and fire suppression systems also fall under my responsibilities. I have also, in conjunction with the building owners and other company staff, instituted an energy savings program which has brought new management technology into play to provide our tenants with as an environmentally friendly a facility as possible.

1991-2002 Banker & Banker Realty Greenwich, CT

#### **Assistant Building Superintendent**

I assisted in the day to day management of operations of a 200,000-sq. ft., 13-acre office park in Greenwich, CT. The day to day duties include the supervision of Mechanical, Landscaping and Housekeeping crews, the supervision of on site construction and renovations and the maintenance of Mechanical, Electrical and Plumbing systems.

The supervision and maintenance of building safety systems, including fire alarm and fire suppression systems also fell under my responsibilities. I also set up a fire marshal system for our tenants along with a safety seminar program for the fire marshals.

1988-1990 H. Muehlstein & Co. Norwalk, CT.

#### **Import/Export Coordinator**

I handled the day to day coordination of natural and synthetic rubber imports and exports by a wholly owned subsidiary of Mobil Chemical Corp. Duties included arranging for the shipping of product from door to door for our own use as well as customer purchase. This included the procuring of letters of credit, and making amendments to the same. Logistics also fell under the responsibilities of my position as the sole coordinator for the rubber division.

While in this position I set up a system with Citibank NA for the computerization of the Letter of Credit program, allowing all L/C s' to be procured within hours by computer rather than waiting several days for the regular mail or up to 36 hours for courier.

1987 – 1988          General Pool Service          Port Chester, NY

Laborer

Cleaned, maintained and constructed pools in the metropolitan area. I performed Plumbing, masonry, painting and electrical work under the supervision of a mechanic.

## **Educational History**

1986 -1987                  Iona College                  New Rochelle, NY

Student

Attended as a full time student while maintaining a full time job.

1985                          United States Marine Corps Reserve          Beaufort, South Carolina  
Subsequent to a training injury: Service as a Clerk at Beaufort Naval Hospital and Branch Clinics at MCRD Parris Island and MCAS Beaufort

## **Firematic History**

1986 – Present

Member, Reliance Engine & Hose Co., No. 1 of the Port Chester Fire Department

Duties include answering all alarms of fire that the engine is assigned to and to perform whatever duties are assigned by the officer commanding the company. Duties also include performing whatever committee work assigned by the president.

1987- 2012

Member, Board of Governors, Port Chester Fire Headquarters

The making of rules and regulations and the enforcement of those rules and regulations for all common areas of fire headquarters.

1988 – Present

Driver, Reliance Engine & Hose,

Duties include driving and pumping the engine in a safe manner at alarms, drills and other duties assigned by the Captain. Duties also include maintenance of the engine and its equipment and the training of new drivers.

1988- 2012

Secretary, Reliance

Duties include the keeping of all company records, minutes and an accurate roll of membership. Also conducting all correspondence of the company falls under the secretary's job as well as the maintenance of all past records and the security of company property. The orientation of new members is also the responsibility of the secretary. The secretary also receives all incoming monies and is required to keep an accurate ledger of those monies that must be available for audit at any time.

1991-1992

President, Port Chester Fire Department Fund Raising Committee

Supervised the fund raising activities of the seven companies of the PCFD and insured their compliance with the orders of the Village Board of Trustees. Also, mediated disputes concerning fund raising between the companies and represented the Department in fund raising matters outside the village.

1992-1994

Lieutenant, Reliance

Carried out the duties assigned by the Captain and supervising the company in the Captains absence.

1995- 2011

Member, Westchester County Fire Advisory Board

Advised County Executives, Andrew O'Rourke, Andrew Spano and Robert Astorino as well as the County Board of Legislators on fire matters in the County of Westchester, including serving on the Radio and Communications Committee which studied and saw through to implementation the previous county radio system and the 2002 Mutual Aid Plan Revision Comm. which saw through the writing and implementation of the first changes to the County Mutual Aid plan since the 1950's. Also served on numerous other committees.

2010-2011

Chairman, Westchester County Fire Advisory Board

Advised the county executive on firematic matters and as Chairman of the Board led the effort to maintain the Department of Emergency Services as a separate entity within county government and not allow its absorption by the County Police.

1994-1996, 2006-2010

Captain, Reliance Engine & Hose Co., No.1

The duties included the supervision of 55 active firefighters in the engine company, their training and discipline and the enforcement of the company by-laws and department orders. The most important duty was the supervision of the company at fire scenes as well as occasionally supervising the department in the absence of a chief. It was also a responsibility to keep all equipment in proper working order.

I also represented the company during the negotiations between the Villages of Rye Brook and Port Chester in regard to future fire service. I was an organizer of the direct mail campaign to the citizens of Rye Brook, sitting on the committee that drafted the literature as well as arranging all aspects of delivery.

1995- 1999

Secretary, Port Chester Fire Department 175<sup>th</sup> Anniversary Committee

Conducted all correspondence for the department committee and was co-author of a history of the department.

1996 – 2000

Vice President, Westchester County Volunteer Fireman's Association

Assisted the President of the Association in his activities throughout the county, including setting up a clothing bin fund raising program, and a county fire prevention program. Activities also included representing the active and exempt firemen of Westchester before various local, county, regional and state organizations and political bodies presenting the views of the Association.

2001- 2002

President, Westchester County Volunteer Firemen's Association

Represented the active and exempt firemen of Westchester before various local, county, regional and state organizations and political bodies presenting the views of the Association.  
1999- 2008

Sergeant, Port Chester Fire Department

Responsibilities are maintaining discipline and good order at public appearances and meetings of the department.

February 2000 – January 2001

Secretary, Port Chester Fire Department

The main duty was to keep a true record of all department meetings pertaining to firematic matters and to carry out any other duties assigned by the Chief Engineer of the Fire Department.

January 2013 – Present

Assistant Engineer of the Port Chester Fire Department

Duties include; responding to emergencies, either in a command capacity or under the supervision of the Chief Engineer of the Department, ensuring the safe operation and adherence to local, state and nationally recognized standards ; assisting the Chief Engineer in the day to day operation of the department and under the supervision of the Chief Engineer administering the department's facility and communications issues.

2017- 2018

Chief Engineer of the Port Chester Fire Department

Duties included: responding to all emergency calls in a command capacity, ensuring the safe and efficient operations of the Department and its adherence to local Standard Operating Guidelines, Rules and Regulations as well as State and National Standards. Daily Command of a 350 member Village Fire Department. Supervision, regulation and managing the Department on a daily basis. Formulating both operating and capital budgets and ensuring an adherence thereto while also conforming to all local and state procurement guidelines. Supervising the Human Resources operations of the Department and instituting the first centralized personnel file system for all Department information including Medical Information, Training Records, Disciplinary Records etc. Implementation of the I am Responding system for the Department and all seven companies thereof, as well training individuals in its use. Working with the local Code Enforcement Department on a daily basis as well as with the Building Department on plan review for new construction and giving final Fire Department Approval on these same projects.

Working with all other Village Departments and the Village Manager on a daily basis to ensure the safety of the public in the Village of Port Chester. Representing the Department in front of the public and to the Village Board.

Reprimanding, issuing written charges, and suspending or dismissing members when conditions so warranted. Service on the Bi-Village Fire Advisory Board along with both Mayors and both Village Managers.

2021- Present

Administrator, I am Responding System for the Port Chester Fire Department

Currently serving as the Administrator of the Department's electronic Response, Record Keeping, Messaging and Mapping System, reporting directly to the Chief Engineer.

2008- Present

Director, Southern New York Volunteer Fireman's Association

Served as a member of the board, served on various committees and chaired the Auditing Committee. Currently the Chair of the Legislative Committee

2012 -2015

Vice President, Southern New York Volunteer Fireman's Association

Assisted the President in the operations of the association as well as representing the volunteer fire service in the Counties of Suffolk, Nassau, Queens, Kings , Richmond, New York, The Bronx, Westchester and Rockland

2016-2018

President, Southern New York Volunteer Firemen's Association

Oversaw the operations of the association as well as representing the volunteer fire service in the Counties of Suffolk, Nassau, Queens, Kings, Richmond, New York, The Bronx, Westchester and Rockland

2012- 2014

Member, FASNY Recruitment and Retention Committee



2015 -2016

Member, FASNY Reorganization Committee

2013 – Present

Trustee, Firefighters's Association of the State of New York

Duties include overseeing the care and well being of the members of the Firefighters's Home of the Firefighter's Association of the State of New York, a ninety two bed skilled nursing facility in the City of Hudson, NY. Serving on numerous committees including Budget, Auditing, Member Services, Training and Education, Staff Services, Dining, Long Range Planning and Administrative while representing the Home in Westchester, Rockland, Putnam, Orange, Dutchess, Sullivan and Ulster Counties.

2020 – Present

Legislative Chairman, Southern New York Volunteer Firemen's Association

## **Firematic Memberships**

Member of:

National Volunteer Fire Council  
Firefighters's Association of the State of New York  
Southern New York Volunteer Firefighter's Association  
Hudson Valley Volunteer Firefighter's Association  
Westchester County Volunteer Firefighters's Association  
Port Chester Firemen's Benevolent Fund Association  
New York State Association of Fire Chiefs  
Westchester County Association of Fire Chiefs  
Cumberland Valley Volunteer Firefighters Association  
Sound Shore Fire Chiefs Association  
Royal Order of The Blue Vests

## **Community Activities**

Member of Orinoco Council # 39 Knights of Columbus  
Former Chairman Annual Cancer Walk Committee  
Port Chester Historical Society

## **References**

Available upon request

COUNTY OF WESTCHESTER  
OATH OF OFFICE

For Appointees to County Boards and Commissions

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF WESTCHESTER )

I, MICHAEL J. DE VITTORIO do solemnly swear (or affirm) that I will support  
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of COUNTY FIRE ADVISORY BOARD in and for the  
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 1/23/2023 [Signature]  
(Signature)

Sworn to and subscribed before me this 23<sup>RD</sup> day of JANUARY,  
2023.

[Signature]  
(Signature)

GERALD DONAHUE  
GERALD DONAHUE  
(Print or Type Name) New York  
No. 9821201  
Qualified in Westchester County  
Commission Expires \_\_\_\_\_  
(Title of Official Administering Oath)

GERALD DONAHUE  
Notary Public, State of New York  
No. 9821201  
Qualified in Westchester County  
Commission Expires 5/31/26

Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.