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**BOARD OF FIRE COMMISSIONERS'
WORKSHOP MEETING
February 26, 2003**

ATTENDEES: Comm. Elizabeth Bomba - Chairperson
 Comm. Paul Lahey (arrived at 8:05 p.m.)
 Comm. Ralph Chimento
 Comm. Karen Pells
 Comm. Patrick Rose

 Attorney: Gerard Comatos (arrived at 7:46 p.m.)
 Treasurer: James Passikoff
 Secretary: Renée O'Neill

Chairperson Bomba opened the meeting of the Arlington Fire District Board of Fire Commissioners' Workshop Meeting at 7:30 p.m.

Comm. Bomba turned over the meeting to John Melby of the Daniels Agency to discuss Insurance Carriers at 7:31 p.m. This discussion concluded at 7:45 p.m.

I. Comm. Bomba requested Comm. Pells and Comm. Bomba to review Abstract 2B.

II. MINUTES

A. February 11, 2003 Board of Fire Commissioners' Monthly Meeting.
 A motion was made by Comm. Rose and seconded by Comm. Pells
 to approve the Minutes as printed.

- Motion Carried.

III. MONTHLY REPORTS

Approved - Board of Fire Commissioners Workshop Meeting Minutes - February 26, 2003

No reports given unless otherwise noted.

- A. Service Awards- Comm. Chiumento
 - 1. Received Red Oaks Mill Fire Company and Rochdale Fire Company's list of Service Award Accumulations for 2002.
- B. District Inspections - Chiefs
- C. District Officers/Chief Liaison - Comm. Lahey
- D. Sub Station - Comm. Rose & Comm. Chiumento
- E. EMS & Paramedic Liaison - Comm. Bomba
 - 1. Received a packet from EMS Director Kloefer regarding the HIPPA Policy. Needs to review it. Training for all District members will be provided soon.
- F. Public Relations - Comm. Lahey & Comm. Rose
 - 1. Working with Attorney Comatos on a resolution to change the name of this building to "James C. Laffin, Sr. Building"
 - 2. Wanted to thank everyone involved in making Clayt's funeral so beautiful, the Union, the District, and the Engine Companies.
 - Commissioner Bomba suggested a letter of thanks go into the personnel records of those involved.
 - 3. Thanked the Town of Poughkeepsie Highway Department for plowing HQ out. As a thank you, we sent them lunch.
- G. Equipment Maintenance - Comm. Rose
- H. Building & Grounds- Comm. Rose
 - 1. Meeting with the contractor tomorrow for Station 3, back room, second floor plans in the works.
- I. Capital Equipment - Comm. Chiumento
- J. Union Negotiations & Contract - Comm. Bomba
- K. Career Staff Liaison - Comm. Pells
- L. Volunteer Recruitment - Comm. Pells
- M.. Volunteer Liaison - Comm. Chiumento

IV. CORRESPONDENCE

- A. Received *Fire District Affairs - February 2003*
- B. Letter dated February 12, 2003 from the Firemen's Association of the State of NY regarding ordering the 2003 edition of the Book of Fire Service Laws.
 - The Board wants to order five books.

- C. Letter dated February 19, 2003 from Glenham Fire District inviting the Board of Fire Commissioners to the next Mutual Aid Department dinner/meeting on Tuesday, April 15, 2003 starting at 6:00 p.m.

- All the Commissioners will be attending.

V. **DONATIONS**

A motion was made by Comm. Pells and seconded by Comm. Rose to turn over the total donation amount of \$ 100.00 to the Four Company Fund.

<u>NAME</u>	<u>REASON</u>
Roland Herbert, Jr.	Assistance Received
The Hardy's	Unknown

- Motion Carried.

VI. **PERSONNEL**

- A. Letter dated February 14, 2003 from Frank Carlon, resigning as an active member from Rochdale Fire Company and transferring to Engine Co. #1 as an active member, effective 02/14/03.

- No action taken, informational only.

VII. **SCHOOL REQUESTS**

A motion was made by Comm. Pells and seconded by Comm. Chiumento to accept the attendance of the following members to the schools/seminars listed:

- A. FF James Palmatier: "ACLS", February 14 - 15, 2003 at DCC South.
- B. Ryan Madison: "Firefighter Survival", February 23, 2003 at AFD HQ.
- C. FF/Mechanic Joe Tarquinio: "Power Steering Clinic", March 5, 2003 at Bottini Fuel Oil.
- D. Assistant Mechanic Steve Bowdler: "Power Steering Clinic", March 5, 2003 at Bottini Fuel Oil.
- E. FF George Finn: "Instructional Techniques for the Company Officer", March 15 & 22, 2003 at AFD Station 3.
- F. Robert Hawley: "Instructional Techniques for the Company Officer", March 15 & 22, 2003 at AFD Station 3.

- G. Michael Hogan: “Instructional Techniques for the Company Officer”, March 15 & 22, 2003 at AFD Station 3.
- H. FF Steve Inglis: “Instructional Techniques for the Company Officer”, March 15 & 22, 2003 at AFD Station 3.
- I. Sean Jackson: “Instructional Techniques for the Company Officer”, March 15 & 22, 2003 at AFD Station 3.
- J. FF Vincent Lopez: “ “Instructional Techniques for the Company Officer”, March 15 & 22, 2003 at AFD Station 3.
- K. Dale Lovelace: “Instructional Techniques for the Company Officer”, March 15 & 22, 2003 at AFD Station 3.
- L. Eric Philipp: “Instructional Techniques for the Company Officer”, March 15 & 22, 2003 at AFD Station 3.
- M. FF Peter Davis: “Vehicle Fire Investigations”, April 5, 2003 in Purchase, NY.
- N. Deputy Chief Jeff Pells: “Hudson Valley Regional EMS Conference”, May 16 - 17, 2003 in Fishkill.
- O. EMS Director Kloepfer: “Hudson Valley Regional EMS Conference”, May 16 - 17, 2003 in Fishkill.
- P. FF Josh Brown: “Hudson Valley Regional EMS Conference”, May 16 - 17, 2003 in Fishkill.
- Q. FF Peter Davis: “Hudson Valley Regional EMS Conference”, May 16 - 17, 2003 in Fishkill.
- R. FF Chris Quinby: “Hudson Valley Regional EMS Conference”, May 16 -17, 2003 in Fishkill.
- S. FF Ginnie Ashline: “NYS Women Firefighters Seminar”, September 26 - 28, 2003 in Montour Falls.
- Motion Carried.
 - Commissioners Bomba and Pells would like to attend the NYS Women Firefighters Seminar. DC Pells will check into it to see if its strictly for Women Firefighters or not.

VIII.

COMMISSIONERS' ITEMS

No Commissioners Items, unless otherwise noted.

- A. Comm. Bomba
- B. Comm. Lahey
- C. Comm. Chiumento
- D. Comm. Pells
- E. Comm. Rose

IX.

CHIEFS / ADMINISTRATIVE ITEMS

A. Deputy Chief Jeff Pells

1. Naming of Building: Wanted to suggest a scholarship in Clayt's name be also offered. Will look into further.
2. Lt. McDonald's retirement: New position is non-competitive, "Senior Clerk" is the title through Civil Service. Approx. 20 hours a week.
3. Lieutenant position to fill the duties of Fire Prevention Officer. Need to discuss in Executive Session, Personnel promotional preparation.
4. Submitted a list from the Chiefs Council of equipment purchases from vendors who bid. This will be used to outfit another engine, replacement equipment, spare equipment, etc.

A motion was made by Comm. Pells and seconded by Comm. Chiumento to accept the equipment list as submitted by the Chiefs Council.

- Motion Carried.

5. Letter sent to Supervisor Davis, Town of Poughkeepsie regarding setting up a meeting for the Fuel Tanks. No response back yet.

- Comm. Pells stated she will contact him.

5. Received a retirement notice effective for February 2004. Will discuss in Executive Session.

6. Four Personnel Items for Executive Session

1. Disciplinary
2. Interview
3. Promotional Preparation
4. Retirement

A motion was made by Comm. Pells and seconded by Comm. Lahey that we adjourn to Executive Session at 8:10 p.m.

- Motion Carried.

X. **EXECUTIVE SESSION**

The Board came out of Executive Session at 9:05 p.m and returned to Open Session.

XI. **ABSTRACT**

A motion was made by Comm. Pells and seconded by Comm. Bomba to approve Abstract 2B in the amount of \$125,359.75, minus \$9,973.00, that is waiting upon receipt of invoice description, consisting of 78 transactions.

- Motion Carried.

XII. **OPEN ITEMS**

A motion was made by Comm. Bomba and seconded by Comm. Pells that we create a position of Fire Lieutenant, who is going to do the duties of a Fire Prevention/Fire Investigational Officer.

- Motion Carried.

With no further business to conduct, a motion was made by Comm. Pells and seconded by Comm. Chiumento that we adjourn at 9:06 p.m.

- Motion Carried.

Respectfully Submitted,

Renée O'Neill
District Secretary