Arlington Fire District

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For Emergencies
DIAL 911

"Safeguarding Our Community"

MINUTES
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
July 7, 2014

ATTENDEES:

Comm. James Beretta - Chairman
Comm. Peter Valdez – (absent)
Comm. Richard Dore
Comm. Kenneth Muckenhaupt
Comm. Joseph Armstrong

Chief: Tory Gallante
District Secretary: Renee O'Neill
Treasurer: James Passikoff

Chairman Beretta opened the Arlington Fire District Board of Fire Commissioners' Monthly Meeting at 7:00 p.m., with a roll call of the attendees and the pledge of allegiance.

Chairman Beretta offered a moment of silence for Lt. Gordon Matthew Ambelas, a 14 year veteran of the FDNY who passed away Saturday night fighting an apartment fire in Williamburg Brooklyn.

I. Comm. Beretta stated that Abstract14-7A was reviewed by Comm. Dore and Comm. Armstrong.

II. **APPROVAL OF PREVIOIS MEETING MINUTES**

A. June 17, 2014 Board of Fire Commissioners' Monthly Meeting
A motion was made by Comm. Beretta to approve the Minutes. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

III. **MONTHLY REPORTS** - *No reports given unless otherwise noted.*

A. Service Awards – Comm. Valdez & Comm. Muckenhaupt

1. Approval to add Comm. Valdez and Comm. Muckenhaupt as authorized signatures for the "LOSAP Certification of Investment Powers" form.

A motion was made by Comm. Beretta to have Comm. Valdez and Comm. Muckenhaupt be filled in and able to sign that form. Seconded by Comm. Armstrong.

- Motion Carried, 4 – 0

B. District Inspections – Comm. Valdez & Comm. Dore
C. District Officers / Chief Liaison – Comm. Dore & Comm. Muckenhaupt
D. EMS & Paramedic Liaison – Comm. Muckenhaupt & Comm. Valdez
E. Public Relations – Comm. Dore & Comm. Armstrong
F. Equipment Maintenance – Comm. Dore & Comm. Armstrong
G. Buildings and Grounds – Comm. Beretta & Comm. Dore
H. Capital Equipment – Comm. Beretta & Comm. Armstrong
I. Union Negotiations & Contract – Comm. Armstrong & Comm. Muckenhaupt
J. Career Staff Liaison – Comm. Valdez & Comm. Muckenhaupt

K. Volunteer Recruitment – Comm. Beretta & Comm. Valdez

1. Applications ready for Board approval:
   A. Ashley Morse, Co. 4, EMS
   B. Robert Simpson, Co. 1, EMS
   C. Maykel Herrera, Co. 3, Jr. FF

A motion was made by Comm. Beretta to approve those three people. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

2. Volunteer Recruitment & Retention Coordinator Ralph Chiumento submitted the Volunteer Recruitment stats as of 6/18/14.

L. Volunteer Liaison – Comm. Beretta & Comm. Valdez
M. District Safety & Health – Comm. Dore & Comm Muckenhaupt
N. Strategic Plan – Comm. Beretta & Comm. Dore

O. Finance Committee – Comm. Beretta & Comm. Armstrong

1. Comm. Beretta reported that he met with Chief Gallante and Treasurer Passikoff. Was intended to be a 2015 budget meeting; found out our Workers Compensation bill will put us $100K over budget and more than anticipated; Will discuss later in the meeting.

P. IT Operations Committee - Comm. Valdez & Comm. Muckenhaupt
Q. Croft & Rochdale Leases – Comm. Valdez & Comm. Armstrong

IV. **CORRESPONDENCE**

A. E-mail dated June 19, 2014 from Mr. Tony Ferrari to the Board of Fire Commissioners regarding the AFD Mechanic Shop.

B. E-mail dated June 25, 2014 from Lisa Jackson of Croft Corners Fire Company stating the following:

1. Pete Dory – went to active associate

A motion was made by Comm. Beretta to drop Pete Dory from the active roles. Seconded by Comm. Dore.

- Motion Carried, 4 – 0

2. Rob Mahoney, III – went to active associate

A motion was made by Comm. Beretta to drop Rob Mahoney, III. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

3. Steve Common – went to active associate

A motion was made by Comm. Beretta to drop Steve Common from the active roles. Seconded by Comm. Dore.

- Motion Carried, 4 – 0

4. Tony Peixoto – deceased; dropped from the company

A motion was made by Comm. Beretta to drop Tony Peixoto from the active roles. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

5. Thomas Kellogg – change to military leave from 07/13/14 until 12/4/14

A motion was made by Comm. Beretta to change the status of Thomas Kellogg to military leave. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

C. Received June 30, 2014 from Vanacore, DeBenedictus, DiGovanni & Weddell, the December 31, 2013 Audit Financial Report.

A motion was made by Comm. Beretta to approve that report. Seconded by Comm. Dore.

- Motion Carried, 4 – 0

D. E-mail dated July 2, 2014 from Corresponding Secretary Bob Mahoney of Croft Corners Fire Company to the Board of Fire Commissioners regarding the Five Company Fund distributions.

V. **DONATIONS**

NAME	*REASON*	*AMOUNT*
Helen Reid	Assistance Received	$25.00
*Nancy Scott	Assistance Received	$200.00

**Received an email dated June 26, 2014 from Mr. Art Scott stating that he didn't realize that they had to specify where the donation goes to and is requesting that their donation go towards EMS Equipment.*

A motion was made by Comm. Muckenhaupt that the $25 from Helen Reid be allocated to the five company fund. Seconded by Comm. Dore.

POLL OF THE COMMISSIONERS
Comm. Dore – Yes
Comm. Muckenhaupt – Yes
Comm. Beretta – No
Comm. Armstrong – No
Comm. Valdez – absent

- No action.

A motion was made by Comm. Muckenhaupt that the $200 for assistance received from Nancy Scott be allocated to EMS Equipment, as requested by the donor. Seconded by Comm. Dore.

POLL OF THE COMMISSIONERS
Comm. Dore – Yes
Comm. Muckenhaupt – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Valdez – absent

- Motion Carried, 4 - 0

VI. **SCHOOL REQUESTS**

The following members have been approved by Chief Gallante to attend the courses listed below. The training requested is either located in county or is a course to maintain certification and therefore is for Commissioners notification purposes only:

No "in County or certification" school requests submitted.

<u>The following school requests require approval by the Board of Fire Commissioners:</u>

A. Chris Rinck: "IED Dynamics Recognition for Emergency Responders", July 21, 2014 at NYS Preparedness Training Center in Oriskany, NY. (No registration, meal or lodging costs, requests use of District vehicle, 8 hours own time)

A motion was made by Comm. Dore we approve. Seconded by Comm. Muckenhaupt.

POLL OF THE COMMISSIONERS
Comm. Dore – Yes
Comm. Muckenhaupt – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Valdez – absent

- Motion Carried, 4 – 0

B. Andrew Mihans: "Basic Standards for Cover Workshop", July 25, 2014 in Buffalo, NY. ($325 registration, $199 lodging, $50 meals, $20 tolls, use of District vehicle, 15 hours District time, 6 hours own time – *deferred to the BOFC by Chief Gallante due to cost review)*

A motion was made by Comm. Muckenhaupt approve item "B". Seconded by Comm. Dore.

Discussion.

POLL OF THE COMMISSIONERS
Comm. Dore – abstain
Comm. Muckenhaupt – No
Comm. Beretta – No
Comm. Armstrong – No
Comm. Valdez – absent

- Motion Failed, 0 – 3 – 1

C. John Richardson: "IAFC VCOS Seminar" (International Association of Fire Chiefs Volunteer and Combination Officers Seminar), November 6 – 9, 2014 in Clearwater, FL. ($475 registration, $800 lodging, $250 meals, $165 car rental, $370 airfare, $100 airport parking, tips, etc., use of district vehicle to airport – *deferred to the BOFC by Chief Gallante due to cost review)*

A motion was made by Comm. Beretta to reject the school request. Seconded by Comm. Armstrong.

Discussion.

POLL OF THE COMMISSIONERS
Comm. Dore – No
Comm. Muckenhaupt – No
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Valdez – absent

- No action.

A motion was made by Comm. Muckenhaupt that we defer this school request until there is a full Board as we still have time on this. Seconded by Comm. Dore.

POLL OF THE COMMISSIONERS
Comm. Dore – Yes
Comm. Muckenhaupt – Yes
Comm. Beretta – No
Comm. Armstrong – No
Comm. Valdez – absent

- No action.

D. "EMS MCI Management", July 10 – 11, 2014 at NYS Preparedness Center Training Center in Oriskany, NY. (No registration, meal or lodging costs, requests use of District vehicle)
   1. Goldy Safirstein
   2. Kelly Kohler

A motion was made by Comm. Dore to approve. Seconded by Comm. Muckenhaupt.

POLL OF THE COMMISSIONERS
Comm. Dore – Yes
Comm. Muckenhaupt – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Valdez – absent

- Motion Carried, 4 – 0

VII. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*

A. Comm. Beretta
   1. AFD" Social Media Policy" - proposed for adoption by BOFC

A motion was made by Comm. Beretta approve the "AFD Social Media Policy". Seconded by Comm. Muckenhaupt.

Discussion.

POLL OF THE COMMISSIONERS
Comm. Dore – No
Comm. Muckenhaupt – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Valdez – absent

- Motion Carried, 3 – 1

2. 2014 financial status; current budget exposures

Workers Compensation bill will put us $100K over budget; Treasurer Passikoff stated that we budgeted for $360K and this year will be approximately $460K; believes its due to experience rating and rate increases. Comm. Beretta reported that the Board will work on this gap.

3. Two (2) items for Executive Session
   A. Employment history of two (2) particular individuals
   B. Collective Negotiations with the Union

B. Comm. Armstrong
1. Items for Executive Session; Employment history of two (2) particular individuals

With no other Commissioner items to be discussed, Chairman Beretta allowed Volunteer Recruitment and Retention Director Ralph Chiumento discuss the volunteer stats and his plan of action to recruit more volunteers.

VIII. **DISTRICT STAFF ITEMS**

A. Chief - Tory Gallante

1. Decision on Firefighter & Firefighter/Paramedic hiring's to be discussed in Executive Session.

Lengthy discussion on OT numbers and the need to increase staffing due to retirements, injuries, manning and activity and number of volunteers.

2. Proposal to create Volunteer District "Fire Police Captain" position.

Chairman Beretta stated that he wanted to review the sample job description. Chief Gallante also suggested that the Board look at the number of Chiefs.

3. Informed the Board that he would like to continue with applying for a new round of joint technical theme rescue grants with City of Poughkeepsie FD and LaGrange FD; $0 match

4. Update on HQ Flooding issue – next step is to meet with the property owners and have them grant easement.

5. Thunderstorms last week – thanked all for their professionalism and handled it well.

6. Items for Executive Session
    A. Update on contract discussions with the new Director of EMS

    B. Update on two (2) grievances with the Union

    C. Update on correspondence with our Labor Attorney regarding "Out of Title Pay" in the Union Contract

    D. Discuss contracts with Business Manager (Account Clerk) & Bookkeeper

    E. Update on injury status of three (3) individuals

7. Blacktop at HQ for the sink hole – Avello Brothers came in the lowest of three written proposals at $6,250. No motion needed, obtained three (3) written quotes.

B. Assistant Chiefs
1. 1st Assistant Chief – John Richardson
    A. Disappointed that the BOFC could not wait another two weeks to approve the Social Media Policy for the volunteers to provide input.

    B. RE: IAFC VCOS school request; need a higher level of training as Assistant Chief every year. That seminar is the one and only volunteer / career combination training in the country.

2. 2nd Assistant Chief – Eric Philipp
    A. Parade this past holiday weekend – received 1st place for 15 men or less in line. Next parade is this Saturday – hoping for a better turnout.

    B. Disappointed that the BOFC could not wait another two weeks to approve the Social Media Policy for the volunteers to provide input. Only went to the Officers.

C. EMS

1. Director of EMS – John Kloepfer – (absent)

2. Assistant Director of EMS – David Violante

A. Read a letter from the NYS Department of Health congratulating AFD for being nominated for the EMS Agency of the Year award.

B. Received a request from volunteer Kelly Kohler requesting use of the spare ambulance, if available, for mock MCI training with other departments at Dutchess Community College on July 14th.

Discussion.

A motion was made by Comm. Dore to approve. No second was made. Therefore, no action was taken.

D. Treasurer - James Passikoff – No report.

IX. **PUBLIC COMMENT PERIOD** - *No action(s) taken by the Board, unless otherwise noted*

X. **COMMENTS FROM THE BOARD** - *No action(s) taken by the Board, unless otherwise noted*

With no further open business to discuss, a motion was made by Comm. Beretta to adjourn to Executive Session. Seconded by Comm. Muckenhaupt at 8:55 p.m.

XI. **EXECUTIVE SESSION**

The Board came out of Executive Session at 10:42 p.m. and returned to Open Session.

XII. **OPEN ITEMS**

A. **ABSTRACT APPROVAL**

A motion was made by Comm. Armstrong to approve Abstract 14-7A in the amount of $230,369.88 (paid bills) consisting of 11 checks and $102,616.64 (unpaid bills) consisting of 56 checks for a total of $332,986.52 consisting of 67 checks. Seconded by Comm. Dore.

- Motion Carried, 4 – 0

B. As a result of Executive Session, a motion was made by Comm. Muckenhaupt that the Board hire Jason Caulfield as a firefighter with a starting date to be determined with the Chief and the candidate, but the candidate will be able to attend the July Fire Academy. Seconded by Comm. Beretta.

POLL OF THE COMMISSIONERS
Comm. Dore – abstain
Comm. Muckenhaupt – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Valdez – absent

- Motion Carried, 3 – 0 – 1

With no further business to conduct, a motion was made by Comm. Beretta to adjourn the meeting at 10:44 p.m. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

Respectfully Submitted,

Renee O'Neill
District Secretary

BOARD OF FIRE COMMISSIONERS MEETING
PUBLIC ATTENDANCE SHEET

NOTE: This sheet will be attached to the meeting minutes as part of the official record. If you agree to have your name published, please print your name below.

DATE OF MEETING: 7-7-14

NAMES ONLY - PLEASE PRINT LEGIBLY.

Tony Ferrari	
Doreen Tignanelli	
Jose L. Seco	
Jimmy Metrando	