Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, NY 12603
www.afd.org

Business: (845) 486-6300
Fax: (845) 486-6322

For Emergencies
DIAL 911

"Safeguarding Our Community"

MINUTES
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
July 21, 2014

ATTENDEES:

Comm. James Beretta - Chairman
Comm. Peter Valdez – (arrived at 7:09 p.m.)
Comm. Richard Dore – (absent)
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.

I. Comm. Beretta stated that Abstract14-7B was reviewed by Comm. Muckenhaupt and Comm. Dore.

II. **APPROVAL OF PREVIOIS MEETING MINUTES**

A. July 7, 2014 Board of Fire Commissioners' Monthly Meeting
A motion was made by Comm. Muckenhaupt to approve the Minutes. Seconded by Comm. Beretta.

- Motion Carried, 3 – 0

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

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

1. Comm. Muckenhaupt acknowledged receipt of the "Investment Access Account Statement" – June 2014 from RBC Wealth Management and the "Portfolio Review – period ending June 30, 2014" from RBC Wealth Management.

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
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. Armstrong reported that he reviewed the bank statements.

2. Comm. Beretta stated that the Finance Committee issued guidance to the Chief and stated that the District should be operating on an austerity budget to close the $100K gap. Chairman Beretta read an e-mail explaining this and it is attached to these minutes.

Lengthy discussion.

Comm. Valdez arrived at 7:09 p.m.

P. IT Operations Committee - Comm. Valdez & Comm. Muckenhaupt

Q. Croft & Rochdale Leases – Comm. Valdez & Comm. Armstrong

1. Comm. Armstrong presented the proposed leases to the two houses; waiting for an answer.

IV. **CORRESPONDENCE**

A. E-mail dated July 8, 2014 from Ms. Doreen Tignanelli to the Board of Fire Commissioners regarding "2012 Retirement Incentive required notice of 2013 retirement month".

B. E-mail dated July 11, 2014 from Bob Hanaburgh, Jr. of Engine Company #1, stating he is stepping down as President of the company. (Vice President Leslie Carroll will be acting President)

C. Received July 16, 2014 from Vanacore, DeBenedictus, DiGiovanni & Wedell, the "Report to the Board of Fire Commissioners – dated June 23, 2014".

V. **DONATIONS**

NAME	*REASON*	*AMOUNT*
*Helen Reid	Assistance Received	$25.00

(* no action from last meeting)

A motion was made by Comm. Muckenhaupt that it be applied to the five company fund. No second was made, therefore no action was taken.

A motion was made by Comm. Beretta that we put it into the general fund. Seconded by Comm. Valdez.

- Motion Carried, 3 – 1 (Comm. Muckenhaupt voted Ney)

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:

A. Nathan Robbins: "Fire Officer II", August 18 – 21, 2014 at DC Fire Training Center. ($25 registration – *requirement for advancement per the Training Bureau*)

B. John Dunderdale: "Fire Officer II", August 18 – 21, 2014 at DC Fire Training Center. ($25 registration, 25 hours own time)

The following school requests require approval by the Board of Fire Commissioners:

A. John Cox: "Fire / Arson Investigation", September 15 – 26, 2014 at NYS Academy of Fire Science in Montour Falls. ($25 registration, $382 lodging, meals included, $85 materials, use of District vehicle, 72 hours District time, 82 hours own time – *90% total covered by Fire Investigation Grant; Deferred to the BOFC by Chief Gallante for review*)

A motion was made by Comm. Beretta to approve item "A" for John Cox. Seconded by Comm. Muckenhaupt.

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

- Motion Carried, 4 – 0

B. Francis Cross: "Advanced Active Shooter Scenario Tactics & Operations", October 27 – 29, 2014 in Oriskany, NY. (No registration, lodging or meal costs, 32.5 hours of own time)

A motion was made by Comm. Beretta to approve. Seconded by Comm. Valdez.

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

- Motion Carried, 4 – 0

C. "Fire Investigative Photography & Interviewing Techniques", August 20 – 24, 2014 at Montour Falls. ($50 registration, $160 lodging – *90% covered by Fire Investigation Grant – Deferred to the BOFC by Chief Gallante for review) No District vehicle or mileage reimbursement*
   1. George Finn (8 hours district time, 36 hours own time)
   2. Al Schoessow (8 hours district time, 36 hours own time)

A motion was made by Comm. Beretta to approve C. Seconded by Comm. Muckenhaupt.

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

- Motion Carried, 4 – 0

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

VIII. **DISTRICT STAFF ITEMS**

A. Chief - Tory Gallante
   1. Update on Headquarters Flooding Project – submitted paperwork to the BOFC by Attorney Olson; requesting the Board to approve the "*Intermunicipal Drainage Agreement by and between the Town of Poughkeepsie and the Arlington Fire District*", along with the "*Grant of Permanent Easement for Drainage Purposes*". Arlington's cost will be approximately $15K. Insurance will be executed once we submit the proper paperwork.

A motion was made by Comm. Beretta, not to exceed $15K for the drainage project and to allow me, James Beretta, to sign these documents on behalf of the Arlington Fire District; the two documents, one being the "*Intermunicipal Drainage Agreement by and between the Town of Poughkeepsie and the Arlington Fire District*", and the other is "*Grant of Permanent Easement for Drainage Purposes*". Seconded by Comm. Muckenhaupt.

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

- Motion Carried, 4 – 0

2. RE: the anticipated retirements and one Fire Officer out on extended injury leave, requesting the Board to move forward with a promotional appointment of somebody to Fire Lieutenant.

Discussion.

A motion was made by Comm. Beretta to proceed with the process to appoint a contingent permanent person for the open Lieutenant spot that has been vacated by a Lieutenant out on injury. Seconded by Comm. Armstrong.

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

- Motion Carried, 4 – 0

3. Recruitment & Retention: Met with website people; moving forward on Social Media portion.

4. Items for Executive Session
   A. Agreement with the new Director of EMS
   B. Update on "Out of Title" article with the Union
   C. Discussion on the contracts for the District Bookkeeper and Account Clerk.

5. Thanked FF Brian Bedell for fixing the toilet in the men's room.

B. Assistant Chiefs

1. 1st Assistant Chief – John Richardson

A. Receiving numerous emails and phone calls regarding the lease proposal; company not prepared to discuss it – major cuts, extremely upset; regarding the five company fund vote - another way of pushing volunteers out.

B. Concerned on the rules with the budget cuts; was not BOFC approved; concerned with the training & safety to the members and people of this department

2. 2nd Assistant Chief – Eric Philipp

A. Re: denial of volunteer parade uniforms; they are used to represent the volunteers in a professional manner; not just for parades, used for funerals. Upset that the volunteers have to do more above and beyond work and being treated unfairly.

C. EMS

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

2. Assistant Director of EMS – David Violante

A. Preparing for Department of Health inspection; end of August/ September timeframe.

D. Treasurer - James Passikoff

1. The Board is in receipt of the Treasurer's June Financial Report for the District.

2. Working on budget process

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 at 8:06 p.m. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 0

XI. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:38 p.m. and returned to Open Session.

There were no open items for discussion as a result of Executive Session.

XII. **ABSTRACT APPROVAL**

A motion was made by Comm. Muckenhaupt to approve Abstract 14-7B in the amount of $130,741.17 consisting of 54 checks. Seconded by Comm. Beretta.

- Motion Carried, 4 – 0

A motion was made by Comm. Beretta to approve a change in Abstract 14-7A to reflect a reduction of $85.00 (payment to Louis Cassinelli). Total approved for Abstract 14-7A at last meeting was $332,986.52 with a total number of checks being 67. New amount is to be approved is $332,901.52 with a total number of checks being 66. Seconded by Comm. Muckenhaupt.

- Motion Carried, 3 – 0 – 1 (Comm. Valdez abstained)

With no further business to conduct, a motion was made by Comm. Beretta to adjourn the meeting at 8:40 p.m. Seconded by Comm. Armstrong.

- 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: 7/21/14

NAMES ONLY - PLEASE PRINT LEGIBLY.

DOREEN TIGNANELLI	
ELI SLOVES	
[illegible]	
Jose L Seco	
Jimmy METRANDO	
Tony Ferrari	
Jerry Philipp	

O'Neill, Renee

From: Beretta, Jim
Sent: Tuesday, July 22, 2014 12:24 PM
To: O'Neill, Renee
Cc: Gallante, Tory; Joseph Armstrong
Subject: FW: Austerity Mode / Spending Freeze - direction from Finance Committee

Renee- here is the email you requested a copy of.

Jim Beretta
Chairman, Board of Fire Commissioners, Arlington Fire District

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From: Beretta, Jim
Sent: Thursday, July 10, 2014 4:46 PM
To: Gallante, Tory
Cc: Commissioners; James F Passikoff
Subject: Austerity Mode / Spending Freeze - direction from Finance Committee

Chief- hello. The Finance Committee (Comms. Armstrong & Beretta) are providing this financial guidance for you, to direct the organization, on spending restrictions as we work to close the ~$100K budget deficit that was created by the recently received Workers' Compensation bill.

This can be further discussed at the next board meeting if you or any commissioners have issues, questions or additional ideas on how to close this budget deficit.

Guidance:

Until further notice,

1) The District should operate in **austerity mode**. This means no spending on any non-essential items.

2) The following are to be on **hold**:

a. All Non-mandatory training that requires additional expense such as travel, district time off, registration fees, etc. Training covered by grants can be decided on a case-by-case basis (normal board review & vote).

b. All travel outside of the County.

e. All events that require OverTime, including Car Seat and Fire Prevention events for the Community or Schools.

3) For any exceptions to the above, the Chief can use his discretion or bring to the board. But the austerity tone should be set.

Jim Beretta
Chairman, Board of Fire Commissioners, Arlington Fire District