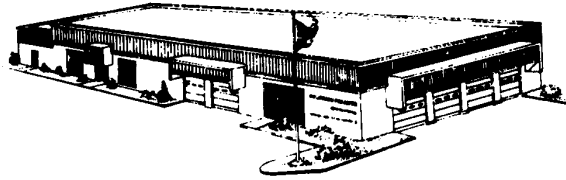


Fire or Ambulance
DIAL 911



Business
845-486-6300 or 486-6304
Fax: 845-486-6322

Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, New York
12603

BOARD OF FIRE COMMISSIONERS MONTHLY MEETING July 31, 2007

ATTENDEES:

Comm. Patrick Rose, Chairman (arrived at 7:45 p.m.)
Comm. Norman Comerford (absent)
Comm. Ann Bollmann (Acting Chairperson)
Comm. Kenneth Muckenhaupt
Comm. Kris Duderstadt

Attorney: Gerard Comatos (absent)
Treasurer: James Passikoff
Secretary: Renee O'Neill

Acting Chairperson Bollmann opened the meeting of the Arlington Fire District Board of Fire Commissioners' Monthly Meeting at 7:35 p.m., with a roll call and pledge of allegiance.

I. Comm. Bollmann requested Comm. Muckenhaupt and herself to review Abstract 7B.

II. MINUTES

A. July 9, 2007 Board of Fire Commissioners' Monthly Meeting

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to approve the Minutes as printed.

- Motion Carried, 3 - 0

B. July 10, 2007 Board of Fire Commissioners' Special Meeting

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to approve the Minutes as printed.

- Motion Carried, 3 - 0

C. July 17, 2007 Board of Fire Commissioners' Monthly Meeting

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to approve the Minutes as printed.

- Motion Carried, 3 - 0

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

- A. Service Awards - Comm. Muckenhaupt & Comm. Comerford
- B. District Inspections - Comm. Bollmann & Comm. Duderstadt
 - 1. Final letter on recent inspection will be sent out ASAP.
- C. District Officers / Chief Liaison - Comm. Rose & Comm. Comerford
- D. Sub Station - Comm. Comerford & Comm. Duderstadt
- E. EMS & Paramedic Liaison - Comm. Bollmann & Comm. Muckenhaupt
- F. Public Relations - Comm. Duderstadt & Comm. Rose
- G. Equipment Maintenance - (Mechanic Tarquinio), Comm. Muckenhaupt & Comm. Rose
- H. Buildings and Grounds - Comm. Rose & (Business Manager Borquist)
 - 1. Business Manager Borquist reported on the following:
 - A. ROM landscaping - patio is in; a few concerns on the landscaping is needed and the contractor is aware of them.
 - B. Tanks - 99% complete; volume problem with the gas dispensing, not putting out what it should be. Fire Suppression system not working properly.
 - C. Phone System at ROM - received three quotes, ranging from \$3200 to \$5000.
 - D. Concrete work at ROM and concern on the decay - received one quote for \$12,400 which is for all three. Ferrari and Sons came out to review it and stated that it won't cave in right away. Suggests to budget to replace this next year.
 - E. Privacy Fence at ROM on right side. Joe Tarquinio will be discussing with the man.
 - F. Downstate Correctional Facility will have a crew at HQ to pull out juniper bushes and do some trimming on Monday.
Note: Since meeting, date has changed to August 13th to prepare to get a disposal bin from the Highway Department.
 - G. Air Conditioning at HQ - Ready Room and Alarm Room receiving quotes - wall mounted split unit, \$5K- \$6K

Comm. Rose arrived at 7:45 p.m. during the discussion on Business Manager Borquist's reports and Comm. Bollmann turned over the meeting to Comm. Rose.

- I. Capital Equipment - Comm. Muckenhaupt & Comm. Comerford
- J. Union Negotiations & Contract - Comm. Muckenhaupt & Comm. Duderstadt
- K. Career Staff Liaison - Comm. Rose & Comm. Muckenhaupt
- L. Volunteer Recruitment - Comm. Duderstadt & Comm. Bollmann
 - 1. Comm. Duderstadt stated that Leslie just attended a conference in Baltimore and will get information from her.
 - 2. AC Philipp stated that heard that the SAFER grant can be used for

M. Volunteer Liaison - Comm. Duderstadt & Comm. Bollmann

IV. **CORRESPONDENCE**

- A. Memo received from the Dutchess County Board of Elections informing us that the NYS Government signed into law a change of date for the Primary Election from September 11th to September 18th. Time remains the same - 11:30 a.m. to 10:00 p.m.
District Secretary stated that she contacted the Board of Elections informing them that we have a prior commitment with the State conducting Codes Courses and it would not be feasible to change our commitment with them. The State was approved the use of the building prior to notification of this date change.
- B. E-mail dated July 9, 2007 from Victoria Philipp, Station 5 requesting approval on the AFD Line of Duty Protocol Investigation.
- C. Letter dated July 13, 2007 from Vassar College requesting AFD participate in the 2007 Arlington Street Fair on Saturday, September 29th from Noon - 6:00 p.m. Requesting the smokehouse, a fire engine, and EMT vehicle, and also participate in the Chili competition. (As per FF John Cox, the chili team will be participating)

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann that AFD participates in the Arlington Street Fair on Saturday, September 29th from Noon to 6:00 p.m.

Discussion: Comm. Rose has a problem with the smokehouse usage for this type of event. It does not get the proper usage. Its doesn't seem to be an educational thing for that day with the constant in and out. He is ok with the other pieces of equipment and thinks that we should participate. Comm. Rose directed Chief Roberts to handle the coordination of apparatus on that day so we are not stripped of equipment at HQ.

- Motion Carried, 4 - 0.

D. Received *Fire District Affairs - July - August 2007*.

V. **DONATIONS**

NAME

Unknown (a women stopped in to HQ and gave donation, did not want to give her name)

Gary Leonard
Stephen Crisafulli

REASON

Saving the life of her neighbor at 310 Hooker Ave (07/03/07, #07-2733, Ashline, Madison, Murray, Shilkunas, Snyder, Wilsey)

Car Seat Installation
Car Seat Installation

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to turnover 4/5ths of the total amount of \$50.00 to the four companies and 1/5th to the Union and \$35.00 to the Car Seat Program.

- Motion Carried, 4 - 0

VI. SCHOOL REQUESTS

The following members have been approved by the Chief to attend the following classes / seminars that are In County courses:

- A. "Principles Fire Investigation", August 13 - 17, 2007 at DCTC.
 - 1. FF Robert Hanaburgh Jr.
 - 2. FF Richard Muellerleile

- B. "Passenger Vehicle Fires", August 14, 2007 at DCTC.
 - 1. FF Kenneth Garon
 - 2. FF Robert Hanaburgh Jr.
 - 3. FF William Dooley
 - 4. FF Roy Chase

- C. "High Intensity Fire Weekend", September 15-16, 2007 at DCTC.
 - 1. FF Robert Hanaburgh Jr.
 - 2. FF Kenneth Garon
 - 3. FF Roy Chase
 - 4. FF William Dooley

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

- A. FF Johel Dongo: "EMT-Refresher", starting August 28, 2007 at DCC South.

- B. EMS Marianne Sadecki: "EMT - Basic", starting September 5, 2007 to January 17, 2008 at the Town of Newburgh Volunteer Ambulance Corp.

- C. Lt. Kevin Maguire: "NYS Instructors Conference", August 6 - 10, 2007 at Montour Falls.

- D. FF Justin Carlon: "General Construction - Principles Course 9D", September 18 - 20, 2007 at ROM.

- E. FF Justin Carlon: "Residential Code of NYS - Course 9E", October 23 - 25, 2007 at ROM.

- F. FF Justin Carlon: "Building Code of NYS - Course 9F", November 27 - 29, 2007 at ROM.

- G. FF Kenneth Garon: "Primary Search", July 31 - August 16, 2007 at Rockland County Fire Training Center.

- H. FF Kenneth Garon: "Advanced Search & Rescue", August 21 - 30, 2007 at Rockland County Fire Training Center.

- I. "Fire Behavior and Arson Awareness", August 2 - 3, 2007 at DCTC.
 - 1. FF Brian Traphagen
 - 2. FF Laurie Sutton

- J. FF Christopher Sample: "Hazardous Materials Technician - Basic", August 6 - September 5, 2007 at Westchester County DES Training Center.

- K. FF Christopher Sample: "NYS Confined Space Awareness and Safety Course", August 22 & 29, 2007 at Arlington.

The following additional school requests were submitted by Chief Roberts at the time of the meeting:

- L. Chief David Roberts, Sr.: "IAFC Conference", August 23 - 25, 2007 in Atlanta, GA.
- M. Deputy Chief Jeffrey Pells: "IAFC Conference", August 23 - 25, 2007 in Atlanta, GA.
- N. FF Robert Hanaburgh, Jr.: "Firefighter II", starting October 1, 2007 in Rosendale.
- O. FF Robert Hanaburgh, Jr.: "NYS Confined Space Awareness and Safety Course", August 22 & 29, 2007 at AFD.
- P. FF Larry Wilson: "12-Lead ECG Interpretation", July 19, 2007 at Poughkeepsie Grandview.
- Q. FF John Dunderdale: "Confined Space Awareness and Safety", August 22 & 29, 2007 at AFD.
- R. FF Matthew Schlossberg: "Confined Space Awareness and Safety", August 22 & 29, 2007 at AFD.
- S. FF William Richardson: "EMT Basic", August 27 - January 17, 2008 at the City of Poughkeepsie Fire Department.
- T. Lt. William Steenbergh: "Water Supply Operations", September 29 - 30, 2007 in Unionvale.
- U. FF Erin Hanlon: "Principles of Fire Investigation", August 13 - 17, 2007 at DCFTC
- V. FF Victor Zamaloff: "IAAI Expert Testimony Course", October 19 - 21, 2007 in Colonie, NY.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve the school requests as they will be recorded in the minutes.

Comm. Rose questioned the school request for Marianne Sadecki. EMS Director Kloepper is not familiar with their program, but recommends approval assuming that the Department does not have to lay out any money. Comm. Rose stated for him to check and that if we do not get reimbursed, she will have to take the course somewhere where we get reimbursed.

- Motion Carried, 4 - 0.

Comm. Rose asked Treasurer Passikoff what the Training Budget is at this point. He stated \$40K, started out with \$59K.

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

- A. Comm. Muckenhaupt
 - 1. "Arlington Fire District Technology Use Policy" ready for approval. Focus' on use of all business equipment in the District, not just restricted to telephones, telecommunication and computer equipment. Attached to it is a agreement and waiver form that will need to be signed by all, under 18 will need to be signed by a parent. Will discuss with Tom to see if we can get this online.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to adopt the AFD Technology Use Policy as documented in the handout.

- Motion Carried, 4 - 0.

B. Comm. Duderstadt

1. "Expense Reimbursement Policy" ready for approval.

- GSA rates should try to be used. This has been included in this policy to use for something to compare to.
- Comm. Comerford sent her an e-mail with his concern on the dry cleaning section. Its states one time per person per event with a duration of a minimum of three hours per event, and she will change it to just "per event".

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to adopt the AFD Expense Reimbursement Policy with the modification of the dry cleaning section to state "*per event*".

- Motion Carried, 4 - 0.

C. Comm. Rose

1. Need to act on the Line of Duty Death Protocol policy as submitted by FF Vicki Philipp and AC Eric Philipp. Thanked them for the hard work and time into the policy.

AC Philipp will be looking at getting this online for members to be able to pull the forms and send them to HQ in a sealed envelope, which will be locked and wouldn't be opened until the event of their death.

A motion was made by Comm. Bollmann and seconded by Comm. Duderstadt to approve the AFD Line of Duty Death Policy.

- Motion Carried, 4 - 0.

VIII. **CHIEFS / ADMINISTRATIVE ITEMS**

A. Chief David Roberts, Sr.

1. Truck Committee meeting will be set up ASAP with Comm. Rose, FF John Ortiz and Mechanic Tarquinio.
2. AC Carlon wanted to inform the Board that Joe Lawrence has assumed the position of Captain of Engine Co. #1, effective July 17, 2007.
3. Received a Fund Raising Event Form from Rochdale for August 25th from 8:00 to 15:00 at Dutchess Turnpike.
The Board wanted to table this until later when they get accurate location from Capt. Brian Traphagen.
4. Updated the 2007 Assignments and Committees for the Chiefs, due to Tony Alongi's vacancy.
5. Chiefs Council working on a Self Rescue Equipment Guideline to go along with the self rescue rope purchase.

6. Moving forward regarding the purchase of Hurst Tools to replace the stock that is old. Will present a price list to the Board when it is obtained. Wants to purchase this year, money was allocated already.
 7. Wants to review the Apparatus plan in detail with the Board at the next meeting. Wants to give a heads up to the Board that he wants to purchase a new squad.
Comm. Rose wants Mechanic Tarquinio present when he discusses presents this.
 8. Two (2) Personnel Items for Executive Session.
- B. Deputy Chief Jeff Pells (absent)
- C. EMS Director John Kloepfer - No items.
- D. Assistant Chief Frank Carlon
1. Fire Police equipment has depleted. Looking to purchase much needed items, such as flashlights, new vests, whistles, etc.
Comm. Rose requested that AC Carlon consult Chief Roberts on what is needed and bring it forward. Comm. Rose stated that the Board supports the Fire Police. Comm. Bollmann stated that this is a safety issue for the District and wants to know by next meeting.
- E. Assistant Chief Kevin Finnigan (absent)
- F. Assistant Chief Eric Philipp
1. LODD policy was just acted on, which was the item he was going to present.
Comm. Rose thanked him for the time and effort done on the LODD policy.
- G. Treasurer Jim Passikoff
1. Two (2) Executive Session items.
 2. Audit almost complete, finishing up financial statements
- H. Attorney Gerard Comatos (absent)
- I. Business Manager Frank Borquist - items covered earlier in the meeting

IX. **COMMENTS FROM THE FLOOR**

X. **COMMENTS FROM THE COMMISSIONERS** - *No reports and/or discussions unless otherwise noted*

- A. Comm. Bollmann has a concern with drivers of equipment in the District. In the SOG's she did not see anything in there requiring interior firefighters being a requirement for a driver of the equipment in Arlington, along with other fire departments. Wants to know why we require it and we need to rethink it.

Comm. Muckenhaupt stated that he is an exterior firefighter and he drives.

Chief Roberts stated that it has been past practice for people applying for Pump Operators either had to have been or currently be interior firefighters. It was a prerequisite. Its not in the Operating Guidelines and Rules and Regs. Comm. Bollmann brings up a good point. Need to make a decision for an active pump operator requirement for the volunteers.

Comm. Rose stated that they should have some experience as an interior but wanted the Chiefs Council and the Roundtable to look into and give opinions.

- B. Comm. Rose stated that since the position of Assistant Chief was recently vacated, he wanted to know what Chief Roberts wanted to do. Chief Roberts stated that he suggests that the Board call for a special election to fill the vacancy.

The Board discussed when to hold the election. Comm. Rose asked to e-mail the members requesting that those who are interested and meet the qualifications to send resumes to the Board by August 13th, with a September election.

The day after this meeting, Secretary O'Neill discussed this with Chief Roberts and Comm. Rose who came to the consensus to give the members more time by allowing them to submit their resumes by August 20th which will be reviewed by the Board at their August 28th meeting.

The special election will be held on Thursday, August 30th at 19:00 at ROM.

- C. Comm. Rose stated that the Board conducted interviews for Fire Lieutenant and Captains. It will be announced soon, but not tonight. Thanked all those who came in for the interviews. It was a hard decision based on the highly qualified candidates.

With no further open items to discuss, a motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to take a five minute break and then adjourn to Executive Session at 8:25 p.m.

- Motion Carried, 4 - 0.

XI. EXECUTIVE SESSION

The Board came out of Executive Session at 9:02 p.m. and returned to Open Session.

XII. OPEN ITEMS

- A. Fund Raising Event Form submitted by Captain Brian Traphagen will be held on August 25th from 8:00 a.m. to 15:00 for a boot drop on Dutchess Turnpike by Degarmo Road, at the light by the Purple Parlor Car Wash.

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to approve the Boot Drop for Station 4 on August 25th.

- Motion Carried, 4 - 0

XIII. ABSTRACT

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve abstract 7B in the amount of \$220,408.63, consisting of 110 transactions.

- Motion Carried, 3 - 0 - 1, Comm. Duderstadt abstained.

With no further business to conduct, a motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann that we adjourn.

- Motion Carried, 4 - 0.

Respectfully Submitted,

Renee O'Neill
Fire District Secretary