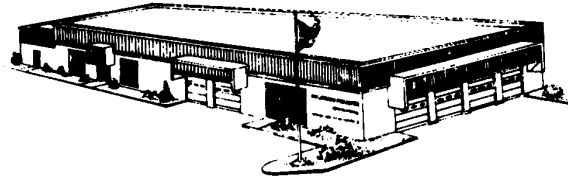


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Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, New York
12603

BOARD OF FIRE COMMISSIONERS MONTHLY MEETING August 13, 2007

ATTENDEES:

Comm. Patrick Rose, Chairman
Comm. Norman Comerford (absent)
Comm. Ann Bollmann
Comm. Kenneth Muckenhaupt
Comm. Kris Duderstadt

Attorney: Gerard Comatos (arrived at 7:45 p.m.)
Treasurer: James Passikoff (absent)
Business Manager: Frank Borquist
Secretary: Renee O'Neill

Chairman Rose opened the meeting of the Arlington Fire District Board of Fire Commissioners' Monthly Meeting at 7:30 p.m., with a roll call and pledge of allegiance.

- I. Comm. Rose requested Comm. Muckenhaupt and Comm. Bollmann to review Abstract 8A.

II. MINUTES

A. July 31, 2007 Board of Fire Commissioners' Monthly Meeting

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

- Motion Carried, 4 - 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. Comm. Duderstadt read a letter aloud, asking the Board to approve the letter on the results and content prior to distribution. The Board agreed with the format of her letter.
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
 - 1. Chief Roberts will set up a meeting with Comm. Rose, Mechanic Tarquinio, and FF John Ortiz.
- H. Buildings and Grounds - Comm. Rose & (Business Manager Borquist)
 - 1. Comm. Rose will meet with Frank at ROM on Friday morning to review the landscaping. Comm. Muckenhaupt has a concern with the paving bricks with the lift. Could be a potential tripping hazard.
- 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
- M. Volunteer Liaison - Comm. Duderstadt & Comm. Bollmann

IV. **CORRESPONDENCE**

- A. Received August 8, 2007, Croft Corners Fire Company list of active membership as of August 2007. (*List needed for upcoming Special Election on August 30th*)
- B. Letter dated August 5, 2007 to the Board of Fire Commissioners from Victoria Philipp seeking an answer to her letter submitted at the last meeting. It was regarding saving money and use of District vehicles for personnel who live outside of the District, specifically the extra mileage and maintenance being put on them.
 - Comm. Duderstadt stated that she will handle the reply to this letter.
- C. Letter dated August 5, 2007 to the Board of Fire Commissioners from Victoria Philipp seeking an answer to her letter submitted at the last meeting. She wants to know why the Board is hiring an Assistant MTO.
 - Comm. Duderstadt stated that she will handle the reply to this letter.
- D. Received August 10, 2007, Local 2393's list of active membership as of August 2007. (*List needed for upcoming Special Election on August 30th.*)
 - Comm. Rose asked Secretary O'Neill to send a reminder e-mail to Engine Co. #1, Station 3 and Station 4 requesting their active membership list by the next meeting.

V. **PERSONNEL**

- A. E-Mail dated August 9, 2007 from FF Anthony Galioto, Station 5 requesting medical leave effective July 9, 2007 until further notice. (Injured at his job, not AFD)
 - DC Pells stated that a letter will be sent to him informing him that upon his return, he needs to contact himself or Chief Roberts to see if any make up requirements are needed and also needs to get a "return to duty" form filled out by his doctor.

VI. **DONATIONS**

<u>NAME</u>	<u>REASON</u>
Mr. & Mrs. Goebler	Assistance Received (#07-2801 - 07/07/07, F. Cross, S. Graff, K. Muckenhaupt, W. Richardson, M. Vanzo, V Zamaloff)

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

- Motion Carried, 4 - 0.

VII. **SCHOOL REQUESTS**

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

- A. "Confined Space Awareness", August 22 & 29, 2007 at AFD HQ.
 - 1. FF Joe Carrube
 - 2. FF Clark Laird
- B. FF Sam D. North: "Fire Behavior & Arson Awareness", August 2 - 3, 2007 at DCTB.

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

- A. Treasurer Jim Passikoff: "Fire District Management: What's New and Important", September 6, 2007 at DC CCE.
- B. FF Peter Davis: "2007 Vehicle Fire Investigation, CVFI Exam / Certification", September 24 - 27, 2007 in Lexington Kentucky.
- C. FF Peter Davis: "NYS Building Officials Conference", September 10 - 11, 2007, at Poughkeepsie Grand.
- D. "EMT Basic", starting August 27 - January 18, 2008 at City of Poughkeepsie FD.
 - 1. FF Ryan Speedling
 - 2. FF Stefan Shishmanian
- E. FF John Forest: "Firefighter I", date and location TBD.
- F. FF Victor Zamaloff: "Building Partnerships Juvenile Firesetting: Fire Safe Children and Families", September 16 - 18, 2007 in Portland, Oregon.
- G. "Fire Arson Investigation Seminar", November 7 - 9, 2007 in Montour.
 - 1. FF Pete Davis
 - 2. FF Victor Zamaloff

DC Pells submitted the following school requests at the time of the meeting, which were approved by the Chief and that it is just a notification to the Board.

- A. "Confined Space Awareness", August 22 & 29, 2007 at AFD HQ.
 - 1. FF Leslie Carroll
 - 2. FF Phil Derasmo
 - 3. FF Peter Brocker

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to approve school requests A - G.

- Motion Carried, 4 - 0.

- VIII. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*
As per Treasurer Passikoff, at the last meeting (07/31/07) there was discussion of a special meeting to be held on September 13th. There needs to be a motion by the Commissioners to conduct this special meeting, stating the time and place so it can be placed in the newspaper.

A motion was made by Comm. Duderstadt and Comm. Muckenhaupt to have a special meeting on September 13, 2007 starting at 5:00 p.m. at HQ for budget purposes.

- Motion Carried, 4 - 0.

IX. **CHIEFS / ADMINISTRATIVE ITEMS**

A. Chief David Roberts, Sr.

1. One (1) Personnel Item for Executive Session.

B. Deputy Chief Jeff Pells

1. Orientation with the Captains began today. Talked about expectations, did brainstorming on issues, talked about ride assignments.
Comm. Bollmann asked about the EMS portion of the orientation. DC Pells stated that there is no plan for it, that they are not changing their capacity, just supervising and administrative.
2. Technology Use Policy - wanted to know if its ready to put in the Rules and Regulations.
Comm. Muckenhaupt stated yes and that he's still trying to get a hold of Tom to incorporate the agreement form to sign online. DC Pells asked if it can be a form that needs to be filled out for new members at Orientation, so he can then sign them up for usage of the computers. Also needs to look at a time frame if its not completed by. Comm. Muckenhaupt stated that the Board discussed this and is trying to get a hold of Tom.
3. Reimbursement Policy - Ready for Rules and Regulations? Comm. Duderstadt will send him the file. She read the cover letter out loud and stated it will go out to the membership tomorrow.

C. EMS Director John Kloefer

1. WorkPlace dropping their pricing for Respiratory Clearance - from \$80 to \$65.
2. Requesting approval of \$4,448 to purchase a Mega Code Kid Manikin (\$2096) and the simulator (\$2352) to operate it. The simulator can be used for the other three manikin's as well. This manikin provides ALS procedures for pediatrics.
Comm. Bollmann stated she has no problem with it, sees it as an increase in skills.
A motion was made by Comm. Bollmann and seconded by Comm. Duderstadt to accept the request for the manikan purchase for \$4,448 out of the EMS budget.

- Motion Carried, 4 - 0.

- D. Assistant EMS Director Dave Violante
1. CME Program has been tough at the State level. They have been picky with the paperwork, which makes it difficult. Last year, we had 7 people recertify to the State. We were reimbursed \$4000. This year, 14 people recertified. We have been, so far, reimbursed \$4800. Many classes being offered with Arlington, LaGrange, City of Poughkeepsie.
 2. Comm. Rose asked about the online CME program. AEMS Director Violante indicated that one person so far has been interested. Not being charged for anything.
- E. Assistant Chief Frank Carlon (absent)
- F. Assistant Chief Kevin Finnigan (absent)
- G. Assistant Chief Eric Philipp (absent)
- H. Treasurer Jim Passikoff (absent)
- I. Attorney Gerard Comatos
1. Comm. Duderstadt questioned Attorney Comatos on the language for volunteers who have out of state drivers licenses.
Discussion. DC Pells stated that there is no requirement to have a drivers licence to be a firefighter. Comm. Bollmann stated that an example being, Vassar College students who are from out of state should not be required to obtain a NYS license if their intent is not to reside in NYS. However, those members who reside in NYS, are required to obtain a NYS drivers license. Those who do not, are not in compliance with the law, which is a reflection on Arlington. DC Pells stated that Comm. Comerford wanted everyone to have NYS licenses. Attorney Comatos agreed with Comm. Bollmann's input and will get with DC Pells on the language for a policy. Attorney Comatos will work on it for the next meeting.
- J. Business Manager Frank Borquist
1. ROM Phone System - Received three quotes. One being from Hudson Valley Enterprises for \$3412. S & F Communications, which did HQ, came in at \$3653. Discussion. The Board wants to go with S & F, due to they want one company working on the phone systems and that HQ is happy with the system and service. Chief Roberts requested to get a phone put back in the meeting room at ROM. Frank stated that S & F was two less phones, we need 8, and will see if they will add one for the meeting room.

A motion was made by Comm. Duderstadt and seconded by Comm. Muckenaupt to order a phone system from S & F Communications for up to \$3800.

- Motion Carried, 4 - 0.
 2. Air Conditioning at HQ - received two bids so far, waiting for two more. Both bids came in the same at \$6800.
 3. ROM Landscaping - curbing was put in because of the pitch of the parking lot due to numerous blacktopping; drain put in to fix the water going to the

door. This led to an overrun on our bill. Next project is to get drain snaked out.

4. HQ Landscaping - Camp Beacon started today and will continue around HQ building.
5. Comm. Duderstadt asked Frank to look into the ROM Captains office - lack of air conditioning and also the door doesn't close.

X. **COMMENTS FROM THE FLOOR**

Assistant EMS Director Dave Violante requested to schedule August 31st or September 14th at Station 3 to make a presentation to those who want to attend, regarding his trip to CUBA and the hospital care of that country.

Comm. Duderstadt requested that he checks with Clark to check the ROM calendar.

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

With no further open items to discuss, a motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to take a five minute break at 8:15 p.m and then adjourn to Executive Session.

- Motion Carried, 4 - 0.

XII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:45 p.m. and returned to Open Session.

XIII. **OPEN ITEMS**

Comm. Bollmann stated that there was no Assistant Chiefs in attendance at this meeting and she stated at the beginning of the year that they expected the Assistant Chiefs to make at least one meeting per month. Has not happened in the last few meetings. Wants it noted in the minutes as a reminder to them that they have an obligation to attend one meeting per month.

Chief Roberts stated that he will be relocating his office to the Commissioners room, due to the new Assistant MTO moving in to Captain Andersen's office.

FF Jim Minunni stated that he is working with Tom trying to get a computer to talk to the PosiChek machine. The current laptop doesn't keep the dates correctly. Comm. Rose stated that we are not buying a new PosiChek. FF Minunni wants to get a new database set up to track repairs, maybe put inventory for gear. Will look into this further. Just wanted the Board to know.

Comm. Rose asked about the status of Assistant Chief Carlon's request for the fire police gear from the last meeting. Chief Roberts will be discussing it at the Chiefs Council meeting this Wednesday.

XVI. **ABSTRACT**

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve abstract 8A in the amount of \$51,734.17, consisting of 67 transactions.

- Motion Carried, 4 - 0.

With no further business to conduct, a motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt that we adjourn (no time given)

- Motion Carried, 4 - 0

Respectfully Submitted,

Renee O'Neill
Fire District Secretary