Arlington Fire District

11 Burnett Boulevard
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For Emergencies
DIAL 911

"Safeguarding Our Community"

BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
September 6, 2016

ATTENDEES:

Comm. James Beretta - Chairman
Comm. Kenneth Muckenhaupt
Comm. Joseph Armstrong
Comm. José Seco
Comm. Jon Adams

Chief: Tory Gallante
District Secretary: Renee O'Neill
Treasurer: James Passikoff – (absent)

Chairman Beretta opened the Arlington Fire District Board of Fire Commissioners' meeting at 7:00 p.m., reminded everyone to silence their cell phones and took a roll call of the attendees. Everyone stood and recited the pledge of allegiance.

I. **ABSTRACT**

Comm. Beretta stated that Abstract16–9A was reviewed by Comm. Muckenhaupt and Comm. Armstrong.

A motion was made by Comm. Muckenhaupt to approve Abstract 16–9A for a grand total of $189,318.51, totaling 57 checks. This consists of $158,572.09 in paid bills with a total of 11 checks and $30,746.42 in unpaid bills with a total of 46 checks. Seconded by Comm. Armstrong.

- Motion Carried, 5 – 0

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

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

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. August 15, 2016 Board of Fire Commissioners' Meeting
A motion was made by Comm. Armstrong to accept the August 15th minutes. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

V. **MONTHLY COMMIITTEE REPORTS** - *No reports given unless otherwise noted.*

A. Service Awards – Comm. Muckenhaupt & Comm. Armstrong
B. District Inspections – Comm. Seco & Comm. Adams
C. District Officers / Chief Liaison – Comm. Adams & Comm Muckenhaupt
D. EMS & Paramedic Liaison – Comm. Muckenhaupt & Comm. Seco
E. Public Relations – Comm. Adams & Comm. Armstrong
F. Equipment Maintenance – Comm. Adams & Comm. Seco
G. Buildings and Grounds – Comm. Seco & Comm. Armstrong

H. Capital Equipment – Comm. Seco & Comm. Armstrong
1. Comm. Seco reported that he received information regarding the pick-up truck and he has questions. Will meet with the Chief, Mechanic and Comm. Armstrong this week.

I. Union Negotiations & Contract – Comm. Armstrong & Comm. Muckenhaupt
J. Career Staff Liaison – Comm. Beretta & Comm. Muckenhaupt
K. Volunteer Recruitment – Comm. Beretta & Comm. Seco
L. Volunteer Liaison – Comm. Beretta & Comm. Seco
M. District Safety & Health – Comm. Adams & Comm Muckenhaupt
N. Strategic Plan – Comm. Beretta & Comm. Adams

O. Finance Committee – Comm. Beretta & Comm. Armstrong
1. Comm. Beretta reported that the Finance Committee has been meeting weekly on the 2017 budget. Expects a draft of the budget to go to the Commissioners after their meeting tomorrow.

P. IT Operations Committee – Comm. Beretta & Comm. Muckenhaupt
Q. Croft & Rochdale Lease – Comm. Armstrong & Comm. Seco

VI. **CORRESPONDENCE** – *None unless otherwise noted*

A. Letter dated August 12, 2016 to Chief Gallante from Cindy Emard regarding a recent EMS call.

B. Received numerous correspondence regarding flag display on apparatus.

VII. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted*

A. E-mail dated August 22, 2016 from James Challey, Chairman of the Arlington Street Fair Planning Committee, requesting an engine, the smoke house and EMS presence at the Street Fair on Saturday, September 24th from Noon to 6 pm on Raymond Avenue.

A motion was made by Comm. Beretta to approve an engine and an ambulance if they can be staffed with volunteers, with all traffic and safety rules to be followed and all operating procedures to be followed of the Arlington Fire District. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 – 0

B. E-mail dated August 29, 2016 from Eddy Sanchez of Engine Co. #1, resigning as a member.

A motion was made by Comm. Armstrong to drop Eddy Sanchez from the District roles. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

C. E-mail dated August 31, 2016 from Kevin Matthews of Engine Co. #1, resigning as a member.

A motion was made by Comm. Seco to drop Kevin Matthews from the District roles. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 – 0

D. E-mail dated August 31, 2016 from Bob Mahoney of Croft Corners Fire Company requesting use of District vehicles, 32-15, 32-17, 32-45 and 32-73, which will be manned and remain in service for the Halloween parade procession from 2:00 p.m. to 6:00 p.m. on October 29, 2016. (route from Todd Middle School to Croft firehouse. Carlos Gonzalez will be the Officer in Charge)

A motion was made by Comm. Muckenhaupt to approve Bob Mahoney's request from Croft Corners Fire Company for use of the district vehicles for their annual Halloween Parade provided they follow all District rules for safety and apparatus operation and traffic laws. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

E. E-mail dated September 5, 2016 from Lisa Jackson of Croft Corners Fire Company stating that the company dropped Haseeb Arroon from the Company roles.

A motion was made by Comm. Muckenhaupt to drop Haseeb Arroon from the District roles. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

VIII. **DONATIONS**

NAME	*REASON*	*AMOUNT*
Juliann Wilson	Assistance Received	$50.00
Stephanie Smith	Assistance Received	$10.00
*Baright Enterprises, Inc. (Foam & Wash Car Wash)	Assistance Received	$200.00

*(Donation sent to Engine Co.#1, who turned it over to the District, and requests donation to go to Fire Prevention supplies)

A motion was made by Comm. Armstrong to put the $50.00 and $10.00 into the donations line item in the budget. Seconded by Comm. Seco.

POLL OF THE COMMISSIONERS:
Comm. Adams –Yes
Comm. Seco – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Muckenhaupt – Yes

- Motion Carried, 5 – 0

A motion was made by Comm. Armstrong that the $200.00 donation is put into the fire prevention budget for supplies as needed. Seconded by Comm. Muckenhaupt.

POLL OF THE COMMISSIONERS:
Comm. Adams –Yes
Comm. Seco – Yes
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Muckenhaupt – Yes

- Motion Carried, 5 – 0

IX. **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. Paul Galletta: "Arc Mapping", September 9, 2016 at DC 911 Center. (No costs, 7 hours District time, use of District vehicle)

B. "Fire Police", September 12 – 14 & 19, 22, 24, 2016 at DC 911.
   1. Joseph Ramos – (No costs, not requesting use of District vehicle)
   2. Tim Jones – (No costs, not requesting use of District vehicle)

C. Patrick Tremper: "Live Fire Training Safety and Conducting Live Fire Training", August 30, 2016 in Village of Fishkill Fire Department. (No costs, not requesting use of District vehicle)

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

A. Paul Galletta: "Basic Building Codes (Classes A, B, C of A-F)", October 18 – 20, November 15 – 17, December 20 – 22, 2016 in Rockland/Pomona. (No costs, requesting use of District vehicle, 81 hours District time, 9 hours own time)

A motion was made by Comm. Muckenhaupt to approve Paul Galletta for the Basic Building Codes class. Seconded by Comm. Beretta.

- Motion Carried, 5 – 0

B. Patrick Tremper: "Rope Rescue – Operations Level", September 24, 25 and October 1, 2, 2016 in Putnam County. ($25 registration, requesting use of District vehicle)

A motion was made by Comm. Adams to approve this. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 – 0

C. Patrick Tremper: "Firefighter I & II National Certification", October 8 – 9, 2016 at NYS Fire Academy. ($100 registration/exams fee ($50 each exam fee), $80 lodging, meals included, requesting use of District vehicle)

A motion was made by Comm. Adams to move it. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 – 0

D. Andrew Mihans: "NWCG S-248 Check-in/Status Recorder", October 21 – 23, 2016 at Brookhaven National Laboratory in Long Island. ($210 registration, $267 lodging, $150 meals, requesting use of District vehicle, 10 hours District time, 26 hours own time – *(100% of registration, lodging and meals covered by Tech Rescue Grant)*

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

- Motion Carried, 5 – 0

X. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*
Comm. Beretta asked for the status of the pick-up truck which was listed on the agenda, however Comm. Seco reported about this under "Monthly Reports" at the beginning of the meeting.

XI. **DISTRICT STAFF ITEMS**

A. Chief - Tory Gallante

1. Discuss Architectural Professional Services Proposals for St. #5 to accommodate career personnel 24/7. Four groups were contacted, two submitted proposals. Requesting the Board to appoint an architectural group to move forward.

A motion was made by Comm. Beretta that we contract with Mauri Architects, P.C., with a ceiling of $7500 to do the first phase. Seconded by Comm. Muckenhaupt.

POLL OF THE COMMISSIONERS:
Comm. Adams –No
Comm. Seco – No
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Muckenhaupt – Yes

- Motion Carried, 3 – 2

2. Request to remove Probationary Firefighter Todd Belsky off of probation effective September 7, 2016.

A motion was made by Comm. Beretta to remove FF Todd Belsky off of probation effective September 7, 2016. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 – 0

3. Received an email from Lt. Chris Quinby requesting direction from the Board as to the end date of the Car Seat Program and what to do with the assets from the Program.

- No action taken by the Board.

4. RFP on Ambulance – requesting the Board to review the draft that was sent.

5. Requesting approval to submit a 2016 Tech Rescue Grant application for the purpose of enhancing our current Type 2 Medium Structural Collapse Rescue Team to a Type 1 Heavy Structural Collapse Rescue Team in conjunction with the City of Poughkeepsie FD and LaGrange FD.

A motion was made by Comm. Adams that the Chief apply for the Grant outlined in an email from Captain Mihans to the Chief, specifically a Type 1 Heavy Structural Collapse Rescue Team Grant, with the understanding that he will initiate the process but will come back to the Board if it's so determined that we are entitled to the Grant and get permission for acceptance of the Grant. Seconded by Comm. Muckenhaupt.

POLL OF THE COMMISSIONERS:
Comm. Adams –Yes
Comm. Seco – No
Comm. Beretta – Yes
Comm. Armstrong – Yes
Comm. Muckenhaupt – Yes

- Motion Carried, 4 – 1

B. Assistant Chiefs

1. 1st Assistant Chief – John Richardson

A. Thanked the Board for approving the ability to go ahead and hire an architect to start moving forward with possible changes to Station 5.

B. RE: Comm. Adam's concern of moving in a parallel path, President Varga is in attendance if the (lease) committee wants to set up a meeting with Croft's Attorney to discuss lease.

2. 2nd Assistant Chief – Eric Philipp

A. Received a request from Dutchess County Volunteer Firemen's Association. Their Memorial is October 2, 2016 at DC 911 at Noon. Requesting one engine staffed by volunteers to attend. He will be the Officer in Charge.

A motion was made by Comm. Muckenhaupt to approve the Memorial at DC 911 Center with one apparatus manned by volunteers on October 2nd at noon time with the provision that all traffic and safety and AFD rules and regulations are followed. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

C. Director of EMS – David Violante

1. Congratulated FF Todd Belsky; also cleared all of his paramedic practicing privileges.

2. E-mail received from Our Lady of Lourdes requesting volunteer EMT's to go to their games on 9/9, 9/16, 9/23 at 7:00 p.m. Recommends a BLS Fly car staffed with volunteers and anyone attending would follow AFD rules and regs. Will remain in service.

A motion was made by Comm. Muckenhaupt to approve use the BLS fly car for the Lourdes football games as requested provided it's manned by volunteer EMS personnel. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

3. Moving forward with the necessary EMS changes in the District. Will continue to update the Board.

D. Treasurer - James Passikoff – (absent)

XII. **ITEMS FOR EXECUTIVE SESSION**

A. Comm. Muckenhaupt

1. Medical history of a particular individual

With no further open business to discuss, a motion was made by Comm. Beretta that the Board adjourn to Executive Session to discuss the one item, medical history of a particular individual. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 – 0

Board adjourned at 8:07 p.m.

XIII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:21 p.m. and returned to Open Session.

There were no open items for discussion and/or approval as a result of Executive Session.

With no further business to conduct, a motion was made by Comm. Armstrong to adjourn the meeting. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

The Board adjourned the meeting at 8:21 p.m.

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: 9-6-16

NAMES ONLY - PLEASE PRINT LEGIBLY.

DOREEN TIGNANELLI	
Jimmy METRANDO	
Eli [signature]	
Phillip Walter JOHNSON	