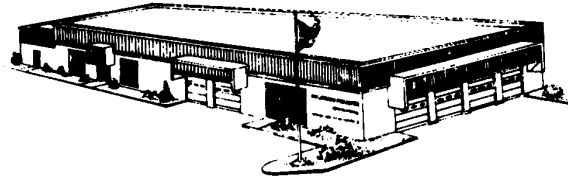


Fire or Ambulance
DIAL 911



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 September 10, 2007

ATTENDEES:

Comm. Patrick Rose, Chairman
Comm. Ann Bollmann
Comm. Kenneth Muckenhaupt
Comm. Kris Duderstadt
Comm. VACANT

Attorney: Gerard Comatos
Treasurer: James Passikoff
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 7:36 p.m., with a roll call and pledge of allegiance.

- I. Comm. Rose requested Comm. Muckenhaupt and Comm. Bollmann to review Abstract 9A.

II. MINUTES

- A. August 28, 2007 Board of Fire Commissioners' Monthly Meeting

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann 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. VACANT
1. Received all the paperwork and is all up to speed.
- B. District Inspections - Comm. Bollmann & Comm. Duderstadt
1. Comm. Duderstadt sent the letter out and has not heard anything back.
- C. District Officers / Chief Liaison - Comm. Rose & Comm. VACANT
- D. Sub Station - Comm. VACANT & Comm. Duderstadt
- E. EMS & Paramedic Liaison - Comm. Bollmann & Comm. Muckenhaupt

- F. Public Relations - Comm. Duderstadt & Comm. Rose
 - 1. Comm. Rose stated that they will be having a meeting with Betsy, Vice President of Vassar College.
- G. Equipment Maintenance - (Mechanic Tarquinio), Comm. Muckenhaupt & Comm. Rose
- H. Buildings and Grounds - Comm. Rose & (Business Manager Borquist)
 - 1. Business Manager Borquist stated that the ROM parking lot does not need to be repaved as per two contractors that looked at it. He is getting quotes for sealing for both HQ and ROM. Approximate price for HQ is \$4900, for patch work, the patch cut out on the hill, stripping and sealing. Was looking at getting the area by the shed at HQ blacktopped, additional \$2500
 - 2. ROM new phone system is getting installed this Wednesday
- I. Capital Equipment - Comm. Muckenhaupt & Comm. VACANT
- J. Union Negotiations & Contract - Comm. Muckenhaupt & Comm. Duderstadt
- K. Career Staff Liaison - Comm. Rose & Comm. Muckenhaupt
- L. Volunteer Recruitment - Comm. Duderstadt & Comm. Bollmann
 - 1. New applicants to be voted on by the Board:
 - A. Diana Hanaburgh, Engine Co. #1, Fire Police
 - B. Eric Foster, Engine Co.#1, FF and EMS

The Board deferred this until later in the meeting.

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

IV. CORRESPONDENCE

- A. Received a notice of a public hearing on September 10, 2007 at 7:00 p.m. at Town Hall, for Omnipoint Communications regarding the construction of a 120 ft. communication tower in a residential zoning district, located at 121A Vassar Road.
- B. Received September 10, 2007, the special election minutes of August 30, 2007 as written by Secretary Carl Davidson.

V. PERSONNEL

- A. E-Mail dated September 4, 2007 from Robert Hanaburgh, President of Engine Co. #1, informing AFD that Zachary Ferris has resigned from the Company and the District. Comm. Duderstadt asked if it was appropriate that he resigned instead of us expelling him. DC Pells stated that it will cost the District money to expel, need to go through Civil Service. She wanted to know if there was a way to back track his record if reapplies somewhere else. Can come up on a reference, but probably wouldn't put us as a reference. DC Pells stated that if he does anything in Dutchess County, he is known. She stated its not about money, but about doing it right.

VI. DONATIONS

<u>NAME</u>	<u>REASON</u>
Robert Ward	"Gift"
Athanasios Panagiotopoulos	"Donation"

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to turnover 4/5ths of the total amount of \$150.00 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. EMS Captain Mike Hogan: "Confined Space Awareness", August 22 & 29, 2007 at AFD HQ.

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

- A. Capt. Rick Andersen: "Getting the Most from Microsoft Excel", November 6, 2007 at Holiday Inn in Middletown.
- B. Capt. Jim Snyder: "ICS-300", starting September 10, 2007 and ending September 26, 2007 at Arlington FD.
- C. FF Joshua Kemlage: "Firefighter II", starting November 8, 2007 and ending December 1, 2007 in New Paltz.
- D. FF Samuel D. North: "Firefighter II", starting October 1, 2007 and ending November 7, 2007 at Rosendale FD.
- E. Treasurer James Passikoff: "NYS Government Finance Officers Association Fall Seminar", October 12, 2007 in Rye, NY.
- F. FF Howard Adams: "NYS OFPC Instructors Conference", October 6 - 12, 2007 at Montour.
- G. Lt. Augustus Antalek: "Dealing with Generational Issues in the Workplace", September 27, 2007 at Town of Poughkeepsie Community Room.
- H. FPO / Captain John Palcher: "Vehicle Fire Investigation Seminar", September 24 - 27, 2007 in Lexington, Kentucky.
- I. Captain James Snyder: "Capital District NYS Building Officials Conference", October 15 - 17, 2007, in Albany, NY.

Additional School Requests were submitted by Deputy Chief Pells at the time of the meeting:

- J. FF Lisa Jackson: "Fire Rescue Conference and Expo 2007", November 7 - 10, 2007 in Las Vegas, NV.
- K. FF Sean Jackson: "Fire Rescue Conference and Expo 2007", November 7 - 10, 2007 in Las Vegas, NV.
- L. Assistant EMS Director David Violante: "NYU Emergency & Disaster Management Symposium", September 19, 2007 at NYU Medical Center.
- M. I/T Tom Duderstadt: "Firehouse Software Education and Training Seminar", October 1 - 3, 2007 in San Diego, CA.
- N. Treasurer Jim Passikoff: "NYS GFOA Cash Management Best Practices Workshop", October 26, 2007 in Kingston, NY.

The following additional school requests been approved by the Chief to attend the following classes / seminars that are In County courses:

- O. FF Leslie Carroll: "Dealing with Generational Issues in the Workplace", September 27, 2007 at the Town of Poughkeepsie Community Room.
- P. FF John Richardson: "ICS - 300", September 19 - 21, 2007 at Town of Poughkeepsie PD Room.

DISCUSSION: Comm. Duderstadt wanted it noted that for all future out of state multi-day seminars or conferences that the Board requests a report back on the benefits, classes taken, etc., to be submitted and presented in front of the Board.

Comm. Bollmann reiterated and said that we spend a lot of money for training and we need to know as a Board, because we are responsible for the public at large, that we are spending the money wisely and that you are getting out of it, what you should be getting out of it and the District as a whole will benefit what they learned from it.

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to accept the school requests as read.

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

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

- A. Comm. Bollmann - re: Issue on not handing out magnets, etc, except when approved by the Board. A memo went out to the domain back in June, but wanted it put in the minutes. The memo stated the following:

Recently, the Board of Fire Commissioners has had to address an escalating number of incidents that necessitate us taking action and having a policy in place regarding public relations material that is distributed to the public. During any activities that are covered by the Board of Fire Commissioners; calls, events, stand-bys, (open houses) , etc., there shall be no items of any sort handed out by any Fire District member to the public that has not been reviewed and approved by the Board. This includes but is not limited to; flyers, folders, information packets, magnets, trinkets, pens, etc. Failure to comply shall result in disciplinary action taken against those members.

- B. Comm. Duderstadt - letters for Vicki Philipp has not been completed yet.
Comm. Rose stated that he still needs to meet with Mike Hogan and Leslie Carroll regarding Croft's concerns on the volunteer recruitment issues. DC Pells stated that Leslie has the information that she was requesting regarding the number of volunteer recruited and the number that actually stayed.
- C. Comm. Muckenhaupt - working with District President Chip Grundon for an annual meeting, incorporated with a dinner to present recognition awards. Secretary O'Neill stated that Chip is in contact with the Poughkeepsie Grand for a November timeframe.
- D. Comm. Rose - wanted to discuss the "Operation Payback" with the Board.
 - Carl Davidson was in the audience and stated that they revised the advertisement and pamphlet to not include the District, but to include each volunteer company and the Union. Attorney Comatos reviewed it and

stated that it was ok to print and move forth. The stations will be provided as a drop off point. Comm. Rose stated if there was anything that they needed to contact the Board.

IX. **CHIEFS / ADMINISTRATIVE ITEMS**

A. Chief David Roberts, Sr.

1. His Atlanta trip report will be ready for the next meeting.
2. RE: Rescue Pumper meeting - working with Mechanic Tarquinio on the specs template, then will meet with the apparatus committee.
3. Wants to plan a District meeting by the end of September. Wants to review a variety of topics, including drills for 2008, proposals, address issues that have changed, etc.
 - Suggestion was to combine it with Chip's in November, but he needs to do it ASAP and wants the companies to be able to digest the information prior to January.
4. Comm. Rose asked Chief Roberts if he did appraisals yet. Chief Roberts stated that with his responsibilities at work, has not had a chance yet, possibly in the 4th quarter. Template is out there, can review it again for the District Officers.

Comm. Duderstadt asked when he would like to get this done. He can't commit to a hard date due to his schedule. She stated that the expectations have been set, then we need to come back with evaluations based on those expectations, possibly start in 2008. Not a formal appraisal, setting expectations and understanding them. Asked if we would have a problem with the Union. DC Pells stated it depends on how they are used, but could be negotiated. DC Pells stated that the Captains are based on administratively for the Career and more operational for the volunteers. She wants the format to be comparable and the skills to be comparable so we are a team, not separate.

B. Deputy Chief Jeff Pells

1. Attended the Comptrollers teleconference; a lot of information on LOSAP and the new legislation. Requesting to purchase a tape of the teleconference in the amount of \$15.00 for those who were unable to attend and want to review it. We are keeping a library of past teleconferences for review.
 - OK'd by the Board to purchase video.
2. We budgeted two to be hired for the Fall. Since date passed to hire off the list, is the Board interested in transfers?
 - Comm. Rose wants to review the needs and manpower to see if its feasible. Setup a meeting to discuss. DC Pells stated that they will be seeing a gap coming up.

AC Carlon asked what DC Pells meant by a "gap". DC Pells stated the need for certain types of personnel, i.e. interior firefighters. Since rope rescue is mandated now by October 1st, many have not taken it and don't have many interior firefighters, so we will have a gap in interior firefighters. AC Carlon suggested that the Captains attend the next Chiefs Council to review the rope rescue training mandate and Chief Roberts agreed to allow them to attend

C. Assistant Chief Frank Carlon

1. Has an issue with Vassar College and the amount of “Altered Mental Status” calls we’ve been getting since school started. Has been tying up the medic and ambulance too much, their attitude is too cavalier.
 - Comm. Rose requested EMS Director Kloepper to give him the number of calls. Chief Roberts will get a letter together and Pat will present it to Betsy when they meet on their concerns.
2. Fire Police - going well. Has another meeting with FF Porter, made up a list of items needed. Discussed the lack of radios for Fire Police.
 - Will discuss radio plan with the Chiefs Council as per Chief Roberts.

D. Assistant Chief Kevin Finnigan

1. Pleasant Valley parade canceled. Requesting permission for the members to march in the FASNY dedication parade this weekend instead. No engines or bands, just the members. Been trying to get a hold of their contact person to see if we can march, just wants permission ahead of time in case he gets a hold of them.

A motion was made by Comm. Duderstadt and seconded by Comm. Muckenhaupt to allow the members to march in the FASNY Dedication parade.

- Motion Carried, 4 - 0.

E. Assistant Chief Eric Philipp (absent)

F. EMS Director John Kloepper

1. New applicants to be voted on by the Board: (as mentioned earlier in the meeting)
 - A. Diana Hanaburgh, Engine Co. #1, Fire Police
 - B. Eric Foster, Engine Co.#1, FF and EMS

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to accept the applicants: Diana Hanaburgh, Engine Co. #1, Fire Police and Eric Foster, Engine Co.#1, FF and EMS.

- Motion Carried, 4 - 0

2. Applicant coming up on the 40 day mark, requesting approval. Have not received the arson check back yet. The District received the application 13 days ago, coming up on 40 days since application date.
 - A. Shawn Mahoney, FF, 16/17 YO, Station 5

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to accept Shawn Mahoney, FF, 16/17 YO, Station 5.

Comm. Duderstadt feels that we shouldn’t approve an applicant without the arson check. DC Pells stated that he will automatically become a member because of the 40 day mark and if the arson check comes back

positive, its automatic dismissal.

- Motion Carried, 3 - 0 - 1, Comm. Duderstadt abstained.
- 3. Requesting approval from the Board for Flu Shots for all District members at a cost of \$24/shot. Member would need to make their own appointment at the WorkPlace.

A motion was made by Comm. Duderstadt and seconded by Comm. Bollmann to approve flu shots, \$24 a piece, to all District members

DISCUSSION: DC Pells wanted to remind everyone of the reimbursement policy where if you make the appointment and don't show, you will be responsible for the cost incurred to the District for not showing up.

John will reiterate this policy in the e-mail that will be sent regarding the flu shots, if approved.

Comm. Bollmann stated that Flu Shots are free of charge through the County of Dutchess Health Department. Its based on risk, first responders are high risk and are all covered. May want to look into that prior to making an appointment.

- Motion Carried, 4 - 0.
- 4. Hometown Hero award - Assistant EMS Director Dave Violante nominated FF / Paramedic John Cox for the Hometown Hero Award. Someone at the Hospital nominated AEMS Director Violante and won. John will be receiving an honorary award. The dinner for the recipient and a guest. Honorary awards dinner are covered 50%, plus the spouse. Requesting approval to pay for the other 50%.

The Board said absolutely.

John Richardson and Eric Phillip will also be receiving awards, as per John Richardson who was in the audience. The awards and dinner is September 20th.

G. Treasurer Jim Passikoff

- 1. Submitted the August 31, 2007 financial report for the District.
- 2. Audit report - anticipates it being received in October.

H. Attorney Gerard Comatos - No Items

I. Business Manager Frank Borquist

- 1. 5,000 fuel tank passed inspection. Good for another year. Will be topping off the oil, prices are at \$2.28/gallon
- 2. Air conditioning units - wanted to know if they should do it this year, Comm. Rose stated yes.

Frank stated that the building and grounds budget line for HQ is going to be over budget, by \$4200 if they do the air conditioning, black topping and sealing, ROM is well under \$10,000. Comm. Rose stated not to do the blacktop back by the shed at HQ, which would bring it down to \$1700 if they don't do the blacktop.

3. Comm. Rose reviewed a to-do list and Comm. Duderstadt asked if ROM will be getting painted. She stated that the back of the building paint crumbles in your hand like chalk. Frank will look at Camp Beacon doing it, but wants to see other buildings that they have done.

X. **COMMENTS FROM THE FLOOR**

Chief Roberts asked the Board if they plan on acting on the nomination for Assistant Chief Engineer. Comm. Rose stated yes.

Lisa Jackson / Sean Jackson - has issues with the time frame of the volunteer application that was approved tonight. Gave Leslie a copy of the application awhile ago, it was originally lost. Chief Roberts asked her to send him a note outlining the time line and he will meet with Leslie to discuss.

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

Comm. Duderstadt - met with DC Pells regarding his contract and will discuss in Executive Session

Comm. Rose asked Secretary O'Neill to read the special election minutes out loud and the Board decided that they need to discuss this in Executive Session and will make a decision when they return to open session.

With no further open items to discuss, a motion was made by Comm. Duderstadt and seconded by Comm. Bollmann to take a five minute break at 8:50 p.m. and then adjourn to Executive Session.

- Motion Carried, 4 - 0.

XII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 10:14 p.m. and returned to Open Session.

XIII. **OPEN ITEMS**

Comm. Bollmann reread the special election minutes:

A motion was made by Comm. Bollmann and seconded by Comm. Duderstadt to decline the nomination at this time.

Comm. Rose stated that the Board had a discussion with John Richardson in private and would like to leave that private.

- Motion Carried, 4 - 0.

XIV. **ABSTRACT**

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to approve abstract 9A in the amount of \$43,391.10, consisting of 57 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.

- Motion Carried, 4 - 0.

Respectfully Submitted,

Renee O'Neill
Fire District Secretary