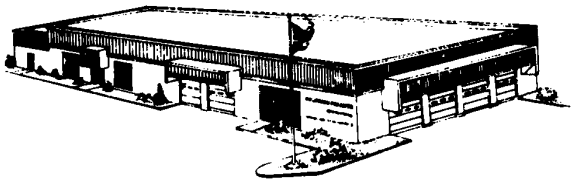
Fire or Ambulance
*DIAL 911*



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**
**October 13, 2008**

ATTENDEES:

Comm. Patrick Rose, Chairman
Comm. Ann Bollmann
Comm. Kenneth Muckenhaupt
Comm. Kris Duderstadt
Comm. Samuel D. North

Attorney: Richard J. Olson
Treasurer: James Passikoff (arrived at 7:40 p.m.)
Business Manager: Frank Borquist
Secretary: Renee O'Neill

Chairman Rose opened the Arlington Fire District Board of Fire Commissioners' Monthly Meeting at 7:32 p.m., with a roll call and pledge of allegiance.

I. Comm. Rose requested Comm. Bollmann and Comm. North to review Abstract 10A.

II. **MINUTES**

A. September 30, 3008 Board of Fire Commissioners' Monthly Meeting
A motion was made by Comm. Duderstadt and seconded by Comm. Muckenhaupt to approve the Minutes as printed.

- Motion Carried, 5 - 0.

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

A. Service Awards - Comm. Muckenhaupt & Comm. North

1. Comm. Muckenhaupt reported that he received a notice from Dave Rogers of RBC Wealth Management regarding a change in portfolio management. Comm. Muckenhaupt approved this and just wanted to inform the rest of the Board.

2. One member deceased - Joe Tamney. Comm. Muckenhaupt approved the payments of Service Awards to his beneficiary.

3. Comm. Duderstadt asked if the volunteers that participate on the Strategic Plan Committee can receive points via Service Awards or the new AFD Point System for recognition on the time spent.

Discussion. Comm. Bollmann suggested recognition at the District Dinner. Comm. Duderstadt doesn't think that is enough. DC Pells stated that Service Awards are very specific on what it can be for; find out through Attorney Olson what type of "gifts" can be given at the District Dinner. Attorney Olson will review the guidelines for Service Awards and will let the Board know.

B. District Inspections - Comm. Duderstadt & Comm. North
C. District Officers / Chief Liaison - Comm. Rose & Comm. Bollmann
D. EMS & Paramedic Liaison - Comm. Bollmann & Comm. Muckenhaupt
E. Public Relations - Comm. Duderstadt & Comm. Rose
F. Equipment Maintenance - Comm. Muckenhaupt & Comm. North
G. Buildings and Grounds - Comm. Rose & Business Manager Borquist
H. Capital Equipment - Entire Board of Fire Commissioners
I. Union Negotiations & Contract - Comm. Muckenhaupt & Comm. Duderstadt

J. Career Staff Liaison - Comm. Rose & Comm. Duderstadt

1. Comm. Rose stated that he has a meeting with Stu Waxman and DC Pells on Wednesday at 12:00 p.m.

K. Volunteer Recruitment - Comm. Duderstadt & Comm. Bollmann

1. Comm. Rose stated to remove Comm. Duderstadt off the Volunteer Recruitment monthly report and be replaced with Comm. North, starting next month.

2. Applicants ready for approval by the Board:
   A. Timothy Rose, Station 4 - FF
   B. Nicholas Katz, Engine Co. #1, FF/EMS

A motion was made by Comm. North and seconded by Comm. Bollmann to approve Tim Rose as a member of Station 4 - FF.

- Motion Carried, 5 - 0

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve Nicholas Katz, Engine Co. #1, FF / EMS.

- Motion Carried, 5 - 0.

3. Comm. Duderstadt asked if any members came through for Station 3, as they thought there was an application coming through back in August time frame. Haven't seen anything. EMS Director Kloepfer stated he will look if they can give him the name.

L. Volunteer Liaison - Comm. Duderstadt & Comm. Bollmann
M. District Safety & Health - Comm. Muckenhaupt, Comm. Rose & Comm. Bollmann
N. Strategic Plan - Comm. Duderstadt

IV. **CORRESPONDENCE**

A. Letter dated September 25, 2008 from Westchester County Department of Public Safety to Deputy Chief Pells thanking FF Victor Zamaloff for instructing and participating in the Police Crime Scene and Evidence Specialist Course.

B. Fax received October 1, 2008 from Town of Poughkeepsie Police Department requesting certified car seat technicians for a Child Safety Seat Check at the Holy Trinity Church on Sunday, October 19, 2008 from 9:00 a.m. to 1:30 p.m.

A motion was made by Comm. Duderstadt and seconded by Comm. Muckenhaupt to approve the October 19th car seat check event at Holy Trinity Church, pending approval from FF Quinby.

- Motion Carried, 5 - 0.

C. Letter dated September 30th from Spackenkill School District requesting AFD assistance on Friday, October 24, 2008 at 8:00 p.m. to light and supervise a bonfire to start their homecoming festivities. Requesting a fire engine and personnel. *(This is a notification to the Board, which the Chiefs already approved; Station 5 to handle)*

Comm. Rose wanted the Board to approve it so everyone is covered.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve the bonfire event on October 24th at 8:00 p.m. at Spackenkill School District, with a fire engine and personnel.

- Motion Carried, 5 - 0.

V. **PERSONNEL**

A. E-mail dated October 2, 2008 from EMS Director John Kloepfer stating that Patricia Tryon of Croft Corners Fire Company is requesting a medical leave effective 09/30/08 and is open ended.

B. Change of Status received for Jason Lomoriello, Station 4 - add EMS.

C. E-mail dated October 10, 2008 from Captain Sam North of Rochdale Fire Company stating that Michael Wawryk as resigned as an active member.

A motion was made by Comm. Duderstadt and seconded by Comm. Bollmann to accept the resignation of Michael Wawryk.

- Motion Carried, 5 - 0.

VI. **DONATIONS**

| *NAME* | *REASON* | |
|---|---|---|
| Gail Gardner | Assistance Received | (#08-3455, 09/13/08, A. Kuhhorn, M. Schlossberg, J. Palestro, R. Shilkunas) |
| Robert DuBois | Donation - no note | |

A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to turnover the total amount of $200.00 in donations to the five company fund.

- Motion Carried, 5 - 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. "DC 911 Training Center Certification Refresher": October 21, 2008 at DCDER.
   1. Captain Sam D. North
   2. Captain Rick Andersen
   3 . Lt. Gus Antalek
   4. Captain Tom Duderstadt

B. EMT Melina Gallo: "Scene Support", January 10, 2009 at Millerton.

C. FF Johel Dongo: "Thermal Imaging Camera Operations", October 2 & 7, 2008 at EF Training Center.

D. "Street Smart TCO", November 17, 2008 at Millbrook High School.
   1. FF Johel Dongo
   2. FF Robert Wagler

E. "Pump Ops", starting October 20, 2008 at AFD.
   1. FF John Forrest
   2. FF Tom Bauer
   3. FF Blake Williams
   4. FF William Dooley
   5. FF Stefan Shishmanian
   6. FF Ryan Speedling

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

A. "NYS Fire/Arson Investigation Seminar", November 5 - 7, 2008 at Montour Falls.
   1. FF Chris Dougherty
   2. *Lt. John Palcher - added at the time of the meeting*.

B. FF Joseph Palestro: "PHTLS", October 24 & 31, 2008 at DCC South.

C. "ACLS", November 5 & 12, 2008 at DCC South.
   1. FF Howard Adams
   2. *FF Erin Hanlon - added at the time of the meeting*

D. FF Howard Adams: "PALS Refresher", October 10, 2008 at DCC South.

E. "Trauma Conference", November 8, 2008 at Poughkeepsie Grand.
   1. FF Michael Hogan
   2. FF Justin Carlon
   3. FF Joseph Palestro

4. FF William Tompkins
5. FF Francis Cross
6. FF Chris Saya
7. FF Al Schoessow
8. Capt. Ed Madison
9. *FF Howard Adams - added at the time of the meeting*
10. *FF Antonio Peixoto - added at the time of the meeting.*

F. AC Kevin Finnigan: "Fire Service Instructor I", October 30 - November 2, 2008 & November 8 - 9, 2008 at Montour Falls.

Deputy Chief Pells stated that the ACLS class for Howard and Erin may be taken in-house as the ACLS program should be starting up soon, but wanted the Board to approve the course just in case it doesn't to give them the opportunity to attend.

A motion was made by Comm. Muckenhaupt and seconded by Comm. North to approve school requests, A - F.

- Motion Carried, 5 - 0.

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

A. Set location for the Department Elections - Thursday, December 4, 2008 at 20:00 hours (Red Oaks Mill is available, as per e-mail from William Richardson 10/07/08)

- Comm. Bollmann read the above and this has been set by the Board.

B. Approval / Review of revised Procurement Policy - as amended by Attorney Olsen

- Attorney Olsen stated that the changes reflect the amendments as per the General Municipal Law that take effect January 1, 2009. Changes include the specific notation of Frank's name in the policy for purchasing. Comm. Rose asked Business Manager Borquist to review.

IX. **CHIEFS / ADMINISTRATIVE ITEMS**

A. Chief David Roberts, Sr. (absent)

- Comm. Rose reported that Chief Roberts wants to set up a meeting with the Board and Mechanic Tarquinio on the Rescue.

B. Deputy Chief Jeff Pells

1. Submitted the 3/4 year to date stats for 2008.

2. FF Jim Minunni, who works with Scott Pak Flow Testing, is requesting $6,800 for software and tool upgrades so we can be a "repair center". Twelve people interested in taking class, which can be held here at HQ for free, rather than going to North Carolina.

Discussion. Comm. Rose asked if other departments were asked. DC Pells said yes, some don't have the test machine, etc. Comm. Rose asked about liability. DC Pells stated that we test now, just not NFPA, but will be able to, which is better. Comm. Rose asked

about certification. DC Pells stated that it's a three year certification. Comm. Rose asked if they are going to sign an agreement to do this for three years. DC Pells stated that they do this for nothing. Repairs will be done for ourselves, no one else.

The Board is ok with this.

A motion was made by Comm. Muckenhaupt and seconded by Comm. North to approve $7000 for the software tools and maintenance to upgrade the SCBA software for repair capability and also upgrades our repair status.

- Motion Carried, 5 - 0.

C. Assistant Chief Kevin Finnigan (absent)
D. Assistant Chief Eric Philipp (absent)
E. Assistant Chief Frank Carlon (absent)
F. Assistant Chief John Richardson (absent)

G. EMS Director John Kloepfer

1. St. Francis Hospital is requesting AFD to participate in a promotional video for their new ER.
   - OK'd and no issues by the Board. Good public relations.

2. Someone has been breaking in the PCR boxes and is concerned due to medical records being kept in there. Asked the shop to reinforce the locks.
   - Comm. Rose suggested video cameras installed. Wants to discuss with him, DC Pells and Tom. DC Pells suggested expanding the video surveillance in a building like this.

H. Attorney Richard Olson - No items.

I. Treasurer Jim Passikoff - No items.

1. Comm. Duderstadt asked about the status of the Audit. Jim stated that they have to finish up a footnote and it will be done.

J. Business Manager Frank Borquist

1. Generator work progressing. Should be installed by winter.

2. Application submitted to Albany for the Correctional Facility girls to come back and do some cleanup work at HQ.

3. Need to get some tree work done at Station 3.
   - Frank said its Central Hudson's responsibility. Comm. Rose suggested Frank contact Joe Kissner at Central Hudson.

4. Need to get quotes for painting to be done at HQ, starting with the Training Room.

Comm. Duderstadt asked Frank if he could purchase some "reserved" signs for parking at Station 3. Also wants to have snow stakes installed for the winter. Frank stated that Mechanic Tarquinio takes care of this.

X. **COMMENTS FROM THE FLOOR**

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

A. Comm. Bollmann - One (1) Item for Executive Session

B. Comm. Duderstadt - Two (2) Contractual Items for Executive Session.

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 at 8:10 p.m. and then adjourn to Executive Session.

- Motion Carried, 5 - 0.

XII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 9:46 p.m. and returned to Open Session.

XIII. **ABSTRACT**

A motion was made by Comm. North and seconded by Comm. Bollmann to approve abstract 10A in the amount of $57,327.65, consisting of 48 transactions.

- Motion Carried, 4 - 0 (Comm. Duderstadt was not in the room at the time of approval)

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

- Motion Carried, 4 - 0 (Comm. Duderstadt was not in the room at the time of approval)

Respectfully Submitted,

Renee O'Neill
Fire District Secretary