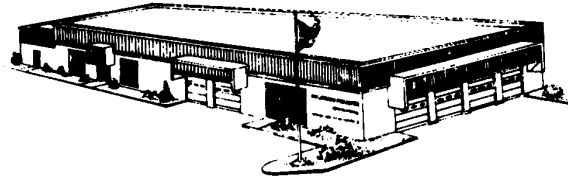


Fire or Ambulance  
**DIAL 911**



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 30, 2007

### ATTENDEES:

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

Attorney: Gerard Comatos (absent)  
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 7:39 p.m., with a roll call and pledge of allegiance.

Comm. Rose turned over the meeting to Dr. Antonio Mancarella, Chiropractor. He held a discussion on Wellness and Fitness. Proposed to the Board a six week pilot program, at no charge for the first year, tailored to specific needs of individuals. Includes education, ergonomics, stabilization exercise. Goals would be to reduce frequency of injuries, reduce recovery time and lost time from work.

Comm. Duderstadt asked when he plans on implementing this. He stated probably at the beginning of the year and would be available at night time. Six to ten people at a time so it doesn't lose its effectiveness, but could do several classes. Comm. Rose stated that he would be open it up to the district members, need to have further meetings with Dr. Mancarella first. The entire Board like this proposal and will look into it further.

I. Comm. Rose requested Comm. Muckenhaupt and Comm. Bollmann to review Abstract 10B.

### II. MINUTES

A. October 8, 2007 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, 4 - 0.

- B. October 16, 2007 Board of Fire Commissioners' Public Hearing  
A motion was made by Comm. Duderstadt 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 & *VACANT*
1. The redrafting of the Service Award Plan documents that was approved is in the works and should be ready for the beginning of the year.
- B. District Inspections - Comm. Bollmann & Comm. Duderstadt
1. Comm. Duderstadt stated that the inspection went very well. Has preliminary scores and will send an e-mail when she reviews the comments. She thanked the inspectors and the District members.
    - A. HQ - 100.5
    - B. Red Oaks Mill - 99.65
    - C. Rochdale - 94.5
    - D. Croft Corners - 90.05
- 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 he has a meeting with Vassar College in the middle of November, will discuss EMS issues.  
Chief received a letter back regarding his letter to them on the MCI incident. He may want to discuss this as well.
- G. Equipment Maintenance - (Mechanic Tarquinio), Comm. Muckenhaupt & Comm. Rose
- H. Buildings and Grounds - Comm. Rose & (Business Manager Borquist)
1. Frank stated that he is holding off on the concrete pads and drains at ROM due to the weather. Will be done in spring time.
  2. Received a contract to put together specs and a bid package for the generator at HQ. Cost is \$9,775. Wants approval to move forward.  
- OK'd by the Board to move forward with this.
  3. Station 3 door locks - waiting for more bids.  
- Comm. Duderstadt stated that our IT manger is getting prices on a swipe card access system as well. DC Pells stated to get it secured now, then look into later. He's still waiting to do something here at HQ. She agreed.
  4. Blacktopping and sealing has been completed and we are done for the winter. Will have several things to do in the spring.  
- Comm. Duderstadt thanked Frank for all the work he got done. Looks much better.
- 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
- M. Volunteer Liaison - Comm. Duderstadt & Comm. Bollmann

#### IV. **CORRESPONDENCE**

- A. Thank you card received from Ms. Patricia Raso of 7 Anthony Drive, thanking those who assisted her husband on May 5<sup>th</sup>. (Incident #07-1973, FF / Paramedic Howard Adams, FF Chris Mills, EMT Anthony Galioto, EMT Ann Marie Kuhhorn, FF John McPhee)
- B. Letter dated October 2, 2007 from NYS Emergency Management Office regarding processing a payment in the amount of \$33,012.54 for the Severe Storms and Inland and Coastal Flooding of April 2007.
- C. Thank you letter dated October 2, 2007 from Robert Rolison thanking AFD for their assistance during the recent passing of his father.
- D. E-mail dated October 16, 2007 from David Walsh requesting to conduct a Defensive Driving course on Monday, January 7, 2008 and Wednesday, January 9, 2008 from 7:00 p.m. to 10:00 p.m. at ROM. Cost is \$15 per person.

A motion was made by Comm. Duderstadt and seconded by Comm. Bollmann to approve use of ROM to conduct a defensive driving course on January 7<sup>th</sup> and January 9, 2008.

- Motion Carried, 4 - 0.

- E. Letter dated October 23, 2007 from Local 2393 Safety and Health Committee Chairman Chris Quinby to Deputy Chief Pells informing him that the committee has concerns on the self rescue rope and the short supply of harnesses appropriate to implement this training.
  - DC Pells indicated that it is being worked on to make compatibility with ropes and harness, turnout gear and state law.
- F. E-mail dated October 25, 2007 from Chief Barry Ward of LaGrange Fire Department thanking AFD for their assistance at the Overlook Primary School fire on October 16<sup>th</sup>. Attached to the e-mail was a thank you letter from Principal Brady Fister of Overlook Primary School.
- G. Letter received from Local 2393 President Antalek informing the Board of Fire Commissioners that they have voted to pay 1/5 of the bar bill for the upcoming District Dinner.

#### V. **SCHOOL REQUESTS**

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

- A. "Thermal Imaging Camera Operations", November 29, 2007 and December 1, 2007 at DC 911
  - 1. FF Chris Quinby

2. FF John Dunderdale
  3. FF Erin Hanlon
  4. Lt. Stephen Inglis
- B. FF Justin Carlon: “2006 Code Update”, October 17, 2007 at Woodburne FD.
- C. FF William Dooley: “EVOC”, October 16 - 27, 2007 at Rombout.
- D. FF Blake Williams: “Firefighter Survival”, October 28, 2007 at AFD HQ.
- E. “Firefighter I”, February 1, 2008 at East Fishkill Training Center.
1. FF Carlos Gonzalez
  2. FF Eric Foster
- F. FF Roy Chase: “Firefighter Survival”, December 8, 2007 at DC 911.
- G. “Firefighter II”, November 4, 2007 at DCFTC.
1. FF Roy Chase
  2. FF Ken Garon
  3. FF Joshua Kemlage
  4. FF Nicholas Lupu
- H. “Intro to Fire Officer”, November 6, 2007 at Rombout FD.
1. FF Roy Chase
  2. FF Ken Garon
- I. “F.A.S.T.”, January 8 - 12, 2008 at DCFTC.
1. FF Roy Chase
  2. FF Ken Garon

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

- A. FF Steven Tuttle: “Line of Duty Death Pre Planning Seminar”, November 11, 2007 at Penfield Fire Station, in Rochester, NY.
- B. “SFH Trauma Conference”, November 10, 2007 at Poughkeepsie Grand.
1. FF Chris Quinby
  2. FF Matt Schlossberg
  3. FF Erin Hanlon
  4. FF Justin Carlon
  5. FF James Palmatier
  6. FF Justin Drum
  7. FF Joe Palestro
  8. FF Howard Adams
  9. FF John Cox
- C. FF Howard Adams: “Emergency Medical Services: Operations and Planning for WMD Incidents”, October 17 - 19, 2007 at NYS Preparedness Training Center.
- D. Master Mechanic Joe Tarquinio: “Apparatus & Vehicle Maintenance Symposium”, January 18 - 23, 2008 in Orlando, FL.

- E. Assistant EMS Director David Violante: “AHA Instructor Update”, October 25, 2007 in Troy.
- F. Lt. Gus Antalek: “Electricity Safety for Firefighters”, November 6, 2007 at Rockland County Fire Training Center.
- G. FF James Palmatier: “ACLS”, November 9 & 16, 2007 at DCC South.
- H. FF James Palmatier: “Medical 1 Pulmonology & Cardiology”, November 8, 2007 at DCC South.
- I. FF James Palmatier: “Medical 4, Environmental, Infectious & Communicable Diseases, Behavioral, Abuse and Assault”, December 6, 2007 at DCC South.
- J. Deputy Chief Jeff Pells: “Suburban Firefighting”, December 5, 2007 at Arlington HS.
- K. FF Victor Zamaloff: “Juvenile Firesetters Conference”, November 28 - December 1, 2007 in Sayerville, NJ.

The following school requests were submitted by Deputy Chief Pells at the time of the meeting:

- L. FF Rich Muellerleile: “ACLS”, November 9 & 16, 2007 at DCC South
- M. “10<sup>th</sup> Annual Trauma Conference”, November 10, 2007 at Poughkeepsie Grand Hotel.
  - 1. FF Chris Sample
  - 2. Captain Ed Madison
- N. FF Chris Sample: “AFD Rope Rescue”, November 3, 2007 at AFD. (Notification only, Chief approved)
- O. FF Chris Sample: “NYS Firefighter Survival”, December 8, 2007 at DCDER. (Notification only, Chief approved)

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to approve schools requests A - M.

- Motion Carried, 4 - 0.

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

A. **ADOPT FINAL 2008 OPERATING BUDGET**

A motion was made by Comm. Duderstadt and seconded by Comm. Muckenhaupt to adopt the final 2008 Operating Budget for \$13,136,600 of which \$12,946,600 is to be raised by real estate taxes; a budget increase of 18.425%.

- Motion Carried, 4 - 0

POLL OF THE BOARD:

Comm. Bollmann:	“Yes”
Comm. Rose:	“Yes”
Comm. Muckenhaupt:	“Yes”
Comm. Duderstadt	“Yes”

Commissioner - VACANT POSITION

B. BOARD OF ELECTIONS APPOINTMENTS

Secretary O'Neill read the following:

Resolve that the Annual Fire District Election will take place on December 11, 2007 between the hours of 6:00 p.m. and 9:00 p.m. with polling places at the Red Oaks Mill Fire House, 213 Vassar Road for Wards 1, 2, and 5, and at District Headquarters, 11 Burnett Boulevard for Wards 3, 4, and 6.

AND BE IT FURTHER RESOLVED, that each Candidate shall submit a petition setting forth their desired candidacy, subscribed by twenty-five (25) qualified voters of the Arlington Fire District, to the Secretary of the District, no later than November 21, 2007.

AND BE IT FURTHER RESOLVED, that the Chairman and Election Inspectors be compensated in the amount of \$35.00 for their services and attendance at the annual election:

AND BE IT FURTHER RESOLVED, that in case of any of the members appointed herein are unable to assume or perform the duties required of them, this Board of Fire Commissioners will appoint alternates who are resident electors:

AND BE IT FURTHER RESOLVED, that, if clerical help is deemed necessary, this Board of Fire Commissioners will consider the appointment of such clerical persons upon request of the Chairman of the Fire District Board of Elections.

Chairman:	<u>William Doyle</u>	Election Inspector:	<u>Candace Ireland</u>
Election Inspector:	<u>Pamela Tompkins</u>	Election Inspector:	<u>Ellen Roger</u>
Election Inspector:	<u>Gerard Thurman</u>	Election Inspector:	<u>Patrick McDonald</u>
Election Inspector:	<u>Kelly Doyle</u>	Election Inspector:	<u>Elizabeth Saul</u>
Election Inspector:	<u>Raymond Ball</u>		

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to accept the Board of Elections appointments, as read.

- Motion Carried, 4 - 0.

C. Comm. Muckenhaupt

1. IT policy ready to be sent out by IT manager Tom Duderstadt to the entire membership. An e-mail will be sent to give everyone a heads up on it.  
Comm. Duderstadt requested that the e-mail being sent state a little intro on what the policy is about, who to contact and it will be reviewed at the District meeting. Comm. Muckenhaupt will draft something and have Secretary O'Neill send out.

D. Comm. Rose

1. Reminder that the District meeting is November 5<sup>th</sup> at 7:00 p.m at HQ.

VII. CHIEFS / ADMINISTRATIVE ITEMS

A. Chief David Roberts, Sr.

1. Discussed the agenda for the District Meeting for Monday, November 5<sup>th</sup>, with the Board. Will be sending it out tomorrow.
2. Requesting approval for the updated Rules and Regulations - "Qualifications for District Officers". Revision was the addition of the

## Career Fire Captain.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve the Rules and Regulations to add the verbiage of the Career Captains.

- Motion Carried, 4 - 0.

3. Proposal to order self rescue rope system - "gut belt" in the amount of \$1,325.80 to outfit all the district interior firefighters to be compliant. Comm. Duderstadt asked if this answers FF Quinby's letter that was mentioned earlier. DC Pells and Chief Roberts stated yes, this is what was in the works.

A motion was made by Comm. Duderstadt and seconded by Comm. Muckenhaupt to approve up to \$1500 for the purchase of the harnesses.

- Motion Carried, 4 - 0.

4. Requesting approval for the revised Incident Chain of Command.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to approve the revised Incident Chain of Command as documented by Chief Roberts.

Discussion: Comm. Bollmann wants time to review it further and wants to see the overlay to satisfy the NIMS format. Chief Roberts stated that this chain of command is strictly how they report up into the chain of command, nothing to do with the ICS, but he will get the overlay for her.

- Motion Carried, 4 - 0.

5. FYI - working on Company Officers qualifications; consistent qualifications to work with a succession plan.
6. FYI - Reviewing Annual requirements, specifically the OSHA requirements. Will discuss at the District meeting.

### B. Deputy Chief Jeff Pells

1. Submitted the 2007 stats for 3/4 of the year.
2. Shared Mechanics Work with LaGrange Fire District.

Received a draft hold harmless indemnity agreement from Attorney Comatos regarding shared mechanic work with LaGrange FD; need to increase the premium to include "garage keepers". Master Mechanic Joe Tarquinio is all for it, benefits us when they are out of town. Comm. Rose stated that he doesn't see any issues with it, but wants to meet with Chief Barry Ward first to discuss further. Need to sit down with their Board. Called them to get a meeting.

Will handle it.

4. Reference to the April storms and reimbursement, reviewing our storm procedures and check-in form for future storms.
- C. Assistant Chief Kevin Finnigan - No Items
- D. Assistant Chief Eric Philipp (absent)
- E. Assistant Chief Frank Carlon - No Items
- F. EMS Director John Kloepfer
1. One (1) Executive Session Item, wants Leslie Carroll to attend.
  2. Requested EMS Captain Mike Hogan to be present tonight to discuss the problems arising with standbys at football games. Having a hard time getting coverage. Try to get volunteers first, then career. Should we look into what we approve or continue this?  
Discussion: Mike Hogan stated that there is a problem with coverage for the volunteers to commit a week ahead of time; also needs to do the roster, which is priority to get 3273 out.  
Comm. Duderstadt suggests Spackenkill donate money to provide the standby coverage.  
Comm. Bollmann stated that an ambulance is mandated by law for games. Schools gets funds to have the ambulance there. We are providing the ambulance free of charge while the school gets funds. Other school districts pay for Alamo; Can we legally get a donation from them or have them hire Alamo? Comm. Rose requested Spackenkill School Board President Ralph Chiumento to be present at the next Board meeting to discuss issues.
- G. Treasurer Jim Passikoff
1. Chose not to attend the conference at the Nevele, info to be presented is something that he already heard; not worth the expense.
- H. Attorney Gerard Comatos (absent)
- I. Business Manager Frank Borquist (items covered earlier)

#### **VIII. COMMENTS FROM THE FLOOR**

- A. FF Chuck Fager - wants a Union rep at the next meeting when the Board meets with Ralph regarding the standby issues. Wants to know how the Board feels about the career staff manning it.  
Comm. Rose stated that it is a public meeting, and that he feels that Croft has always done this, so if Spackenkill could give donation to Croft to get them out, then he's ok with that.
- B. Master Mechanic Joe Tarquinio - wants to review the generator specs when they arrive.
- C. FF John Cox - is this only a Croft issue or a District issue with the standby discussion.  
Comm. Rose stated that yes, it's a District issue, but Croft usually handles it. FF Cox has only heard Croft, but wanted clarification that it's a District issue, not



Croft. EMS Captain Mike Hogan stated that they need a senior tech and a driver.

D. Director of Volunteer Recruitment Leslie Carroll

1. Met with Vassar College Film Club regarding a recruitment video showing the fire department training. DC Pells gave her a ride along release form for them to ride on the apparatus.

Discussion: This is in the baby stages, need to further pursue regarding the legal aspect of it. i.e. filming of events, need to get a waivers from people or block the faces out or anything identifiable. Comm. Duderstadt stated that we need to have rights to the film.

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

A. Comm. Duderstadt - Roundtable meeting was held. Several issues were discussed.

1. District Party - consensus was to have a cash bar.  
Comm. Rose stated that it will be a cash bar if everyone can't agree. Secretary O'Neill will follow up with the other company Presidents.
2. Retention activities - waiting for feedback from the companies, i.e. offering insurance for the volunteers.
3. Mentoring - Wellness clinic, wants a 2008 plan, looking for feedback ASAP. Owes the Union a letter on her term of mentoring.
4. Operation Payback - going well
5. Drill attendance - consensus that the Chief gets feedback directly. Discussion was that members sign up for the classes and Captains follow up; Captains should set up a meeting in January.
6. Parade Uniform Patch - consensus was to replace one of the patches with an American flag. Looking for feedback  
Chief said it's a good thing, but getting it is the problem, cost wise on a tight budget. AC Finnigan stated \$3.00 per patch. Will get prices. Frank stated that M & M is going out of business.
7. ID Tags - consensus was to remove the date of birth on the ID tags.  
DC Pells stated that his only issue is the DOB. This was the Board's rule and regulation, but its up to the Board. It can easily be removed, which will be done in January when the new tags are issued. Someone doesn't want his DOB, doesn't want to wear it or someone else doesn't want his name, doesn't want to wear it.  
There is no enforcement with the rules and regulations.
8. Strategic Plan - we need a 5 year plan for the District, i.e. hiring, apparatus, buildings.

B. Comm. Bollmann - Attended a course offered by NYS Office of Homeland Security Training Center in Oriskany, NY on WMD. Wants to propose to get involved into these types of courses; no cost to the District. Felt that we should allow these courses be held here. They will come to us, just need to guarantee a number of people.

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 9:05 p.m. and then adjourn to Executive Session.

- Motion Carried, 4 - 0.

X. **EXECUTIVE SESSION**

The Board came out of Executive Session at 9:21 p.m. and returned to Open Session.

XI. **ABSTRACT**

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve abstract 10B in the amount of \$343,998.56, consisting of 124 transactions.

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

With no further business to conduct, a motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt that we adjourn at 9:22 p.m.

- Motion Carried, 4 - 0

Respectfully Submitted,

Renee O'Neill  
Fire District Secretary