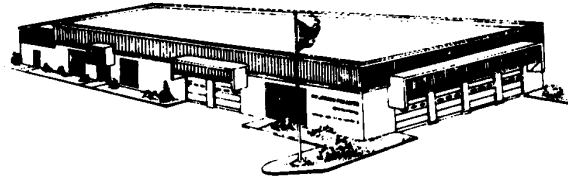


Fire or Ambulance  
**DIAL 911**



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 December 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 (absent)  
Acting Secretary: Carol Schmitt

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. Bollmann and Comm. Muckenhaupt to review Abstract 12A.

### II. MINUTES

- A. November 27, 2007 Board of Fire Commissioners' Monthly Meeting  
A motion was made by Comm. Bollmann and seconded by Comm. Muckenhaupt to approve the Minutes with the amendment of the Abstract number.

- Motion Carried, 4 - 0.

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

- A. Service Awards - Comm. Muckenhaupt & VACANT
1. Received updated plan document from PenFlex, needs to be approved by December 31<sup>st</sup>.  
A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve the updated Service Award summary documents.

Motion was withdrawn. Attorney Comatos will be reviewing and copies were given to the Commissioners for review and give comments to Attorney Comatos before signing off on it.

- B. District Inspections - Comm. Bollmann & Comm. Duderstadt
- 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
- G. Equipment Maintenance - (Mechanic Tarquinio), Comm. Muckenhaupt & Comm. Rose
- H. Buildings and Grounds - Comm. Rose & (Business Manager Borquist)
- I. Capital Equipment - Comm. Muckenhaupt & Comm. *VACANT*
- J. Union Negotiations & Contract - Comm. Muckenhaupt & Comm. Duderstadt
- K. Career Staff Liaison - Comm. Rose & Comm. Muckenhaupt
  - 1. District Safety and Health Committee met today - Comm. Muckenhaupt, Comm. Rose, Deputy Chief Pells, FF Chris Quinby and Lt. Stephen Inglis discussed various agenda items. Will review further in the January meeting of the Board. The District Safety and Health will be added as a monthly report by the Board starting in January.
- L. Volunteer Recruitment - Comm. Duderstadt & Comm. Bollmann
- M. Volunteer Liaison - Comm. Duderstadt & Comm. Bollmann

#### IV. **CORRESPONDENCE**

- A. Thank you letter dated November 28, 2007 from Dave Walsh, Program Director for the Dutchess Community College Fire Science Program, thanking AFD for the use of Station 3 for the semester.
- B. Thank you letter dated December 3, 2007 from Roxsene and Jules Plafker thanking FF Muellerleile and FF Rogers for their professionalism and compassion on December 1<sup>st</sup> when her husband became ill at Bonefish restaurant. *(Also on the call were FF D. Emery, FF S. Jackson, FF R. Warner, FF B. Williams)*

#### V. **DONATIONS**

<u>NAME</u>	<u>REASON</u>
L. Eugene Breglia	Assistance Received (#07-4327, 10/30/07 FF S. Schwartz, FF M. Karn, FF C. Quinby)
Carolyn Scolaro	Car Seat Installation
Mary Cox Pattenauode	Assistance Received (#07-4378, 11/01/07FF H. Adams, FF J. Dongo, FF J. Drum, Lt. J. Karn, FF G. Lewis, FF J.Minunni)

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to turnover \$150 to the four companies and 1/5th to the Union.

- Motion Carried, 4 - 0.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to turnover

\$20.00 to the Car Seat Fund.

- Motion Carried, 4 - 0.

#### VI. **SCHOOL REQUESTS**

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

- A. FF Robert Hanaburgh, Jr. "1A & 1B Training Center Certification", January 8 & 10, 2008 at DC 911.
- B. Captain Rick Andersen: "Homeland Security Exercise and Evaluation Program", December 11 - 13, 2008 at SEMO Region II.
- C. FF Robert Hanaburgh, Jr. "FAST Training", March 1, 2008 at DC 911 or Pleasant Valley.

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

- A. AC Eric Philipp: "Haz Mat Seminar", February 15 - 17, 2008 at Montour Falls.
- B. FF George Finn: "CME Blitz Day", December 10, 2007 at Alamo.

Deputy Chief Pells submitted the following school request at the time of meeting:

- C. FF Robert Hanaburgh, Jr.: "Fire Officer I", February 1 - 3, 2008 at Montour Falls.

A motion was made by Comm. Muckenhaupt and seconded by Comm. Duderstadt to approve school requests A - C.

- Motion Carried, 4 - 0.

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

- A. Need to cancel the second meeting of the month (December 25<sup>th</sup> - due to Christmas holiday).

The Board agreed to cancel the meeting and the bills to be paid will be added to the Abstract for approval in the January 2008 meeting.

- B. Need to set Organizational meeting date, location and time: (Within the first 15 days of January and Secretary needs to notify media by December 15<sup>th</sup>)

The Board agreed that January 14, 2008 from 7:00 p.m. to 7:30 p.m. at HQ will be the Organizational meeting with the regular monthly meeting to follow at 7:30 p.m.

- C. Comm. Rose
  - 1. Shared Mechanic Work with LaGrange Fire District  
Comm. Rose met with Commissioner Ed Mulford regarding continuing to look into sharing other services. Help as an as needed basis. DC Pells handed out the agreement with LaGrange for

review. Insurance increase of about \$800.00 to be added for coverage. No action taken.

VIII. **CHIEFS / ADMINISTRATIVE ITEMS**

A. Chief David Roberts, Sr. - No items

B. Deputy Chief Jeff Pells

1. Firefighter Chris Saya and Firefighter Johel Dongo ready to be removed from training probation.

A motion was made by Comm. Bollmann and seconded by Comm. Duderstadt to remove FF Saya and FF Dongo from probation effective tonight.

- Motion Carried, 4 - 0.

Comm. Rose congratulated FF Saya and FF Dongo.

2. Submitted a package of guidelines to be reviewed by the Board for approval at the January 14<sup>th</sup> meeting.
3. FF Chip Grundon plans on retiring in February 2009. Need to get someone to replace him, even though there was no money budgeted for 2008. Classes have not been posted yet. Will keep the Board abreast on dates.
4. Strategic Planning - submitted a handout for the Board to review. Looked into whether we can do it internally. It goes unanswered due to the amount of people that can get involved. The Board needs to address this. Thinks we can do it in house.  
Comm. Duderstadt stated that herself, DC Pells and Dave Violante can work on a PowerPoint presentation at the District meeting at the end of January to get interest of whom would participate in this project.
5. Two (2) personnel items for Executive Session.

C. Assistant Chief Kevin Finnigan (absent)

D. Assistant Chief Eric Philipp (absent)

E. Assistant Chief Frank Carlon

1. Submitted a proposal for Fire Police equipment. Reviewed by the Board.  
A motion was made by Comm. Duderstadt and seconded by Comm. Bollmann to approve \$12, 500.00 for the purchase of Fire Police equipment.

- Motion Carried, 4 - 0.

AC Carlon was asked to keep an inventory on the equipment by Comm. Rose. Comm. Bollmann stated that this is District gear and upon the member not completing requirements, they are required to return the equipment.

- F. EMS Director John Kloepper
  - 1. Two (2) contractual items for Executive Session.
- G. Assistant EMS Director David Violante
  - 1. One (1) contractual item for Executive Session.
- H. Treasurer Jim Passikoff
  - 1. Submitted the November financial report for the District.
  - 2. On a committee with CPA's that are involved with the NYS Controller's Office regarding the audits of the Service Award Program; proposal that may be encompassed with the District audit instead of separate, which may save money. More information to come in January
  - 3. Audit report should be done in a week or so.
- I. Attorney Gerard Comatos - No Items.
- J. Business Manager Frank Borquist
  - 1. Locks at Station 3 being done. Half done at this point.
  - 2. Back door to be ordered for Station 3.

IX. **COMMENTS FROM THE FLOOR**

- A. Mike Brown - DC Pistol Association doing a raffle, asking permission from the Board to post it on the web.  
 Comm. Duderstadt stated that we should have a bulletin board to post things like this on the web. Will check with Tom about posting on the web versus sending information through e-mail.
- B. Chris Quinby - Safety and Health issue. Wanted to know if the Board was going to address it tonight/  
 Comm. Rose stated that the Union International Association is advising other Local's to vote against the cell tower and asking the Board to vote against it as an adjoining property owner. Chris has supporting information backing their decision and will e-mail a copy to the Board.
- C. Chip Grundon - District Election held on December 6<sup>th</sup> . Minutes handed out to the Board.  
 Comm. Rose stated that it will be acted on at the Organizational meeting.

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

- A. Comm. Duderstadt
  - 1. Two (2) Personnel, Two (2) Contractual items for Executive Session.
  - 2. Amended Ethics Policy handed out to the Commissioners for approval. Discussed the revised changes with Attorney Comatos. Basics that are required by law are still in the policy.

A motion was made by Comm. Bollmann and seconded by Comm.

Muckenhaupt to approve the amended Arlington Fire District Code of Ethics to be effective January 1, 2008.

- Motion Carried, 4 - 0.

Chief Roberts suggested to add a url on the web so its posted online. Comm. Duderstadt agreed.

B. Comm. Muckenhaupt

1. Technology Use Policy ready to be electronically signed by everyone.

With no further open items to discuss, a motion was made by Comm. Bollmann and seconded by Comm. Duderstadt to adjourn to Executive Session at 8:29 p.m.

- Motion Carried, 4 - 0.

## XI. **EXECUTIVE SESSION**

The Board came out of Executive Session at 10:20 p.m. and returned to Open Session.

## XII. **ABSTRACT**

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve abstract 12B in the amount of \$1,352, 461.39, consisting of 86 transactions.

- Motion Carried, 3 - 0 - 1, Comm. Duderstadt abstained due to her own expenses and TBD Business Services being submitted.

## XIII. **OPEN ITEMS**

A motion was made by Comm. Muckenhaupt and seconded by Comm. Bollmann to approve the salary increases for the civil employees as discussed in Executive Session.

- Motion Carried, 4 - 0.

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

- Motion Carried, 4 - 0.

The Board wished everyone a Happy Holiday!

Respectfully Submitted,

Carol Schmitt  
Acting Fire District Secretary