



Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, NY 12603
www.afd.org

Business: (845) 486-6300

Fax: (845) 486-6322

For Emergencies

DIAL 911

“Safeguarding Our Community”

AGENDA BOARD OF FIRE COMMISSIONERS ORGANIZATIONAL MEETING January 8, 2018

1. Designate temporary Chairman to open meeting. The Board of Fire Commissioners shall make a motion to designate one of themselves to act as temporary Chairman and open the meeting. Such person will act as temporary Chairman until such time the Chairman of the Board is elected.
2. Swear in the newly elected member(s) of the Board. Have Commissioner(s) sign the Oath of Office.

NOTE: Comm. Valdez took his Oath of Office on December 14, 2017 with the Term of Office to begin January 1, 2018 and District Secretary O’Neill filed it with the Town of Poughkeepsie Clerk.

NOTE: Comm. Chiumento took his Oath of Office on December 19, 2017 with the Term of Office to begin January 1, 2018 and District Secretary O’Neill filed it with the Town of Poughkeepsie Clerk.

3. Elect chairman of the Board of Fire Commissioners for balance of 2018.

(Elected Chairman now presides over the meeting)

4. Notification: In the absence of the Chairman, the other members of the Board may designate one of themselves to act as temporary Chairman.
5. Chairman to direct the Secretary to place in the minutes, the notification sent to the media in December regarding the Organizational meeting date.
6. Appointment of District Secretary: Fix salary. District Secretary to take the Oath of Office.

NOTE: District Secretary Renee O’Neill took her Oath of Office on December 20, 2017 and filed it with the Town of Poughkeepsie Clerk.

7. Appoint the District’s Attorney’s. Fix retainer or rate.
General Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP
Labor Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

8. Appointment of Treasurer: Fix salary. Treasurer to take the Oath of Office.
 - A. Establish status of the Annual Report for prior year. *(Within sixty (60) days after the end of the fiscal year, must submit to the Board of Fire Commissioners, a copy of the Annual Report submitted to the Department of Audit and Control by their due date of February 28, 2018)*
 - B. Review and approve Treasurer’s Surety Bond. Determine if it is sufficient, expiration date and renewal. *(The District’s current insurance term is March 1, 2017 through March 1, 2018)*

9. Resolution for Treasurer to pay claims in advance of audit. (#’s 1 – 4 are as per NY Town Law §176-4a).

BE IT RESOLVED, that the Treasurer of the Arlington Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the Arlington Fire District the following claims. Any such claims must be presented to the next meeting of the Board of Fire Commissioners of the Arlington Fire District for audit:

1. Utility payment for light;
2. Telephone payment;
3. Payment to the U.S. Postmaster for postage expenses;
4. Payment for freight or delivery charges.

And;

5. Any other claims for payment where finance or interest charges may be incurred.

10. Designate the “Poughkeepsie Journal” as the District’s official newspaper, which has general circulation within the District.

11. Designate banks or trust companies to deposit District funds.
 - A. M&T Bank
 - B. Bank of America
 - C. Key Bank
 - D. TD Bank
 - E. Chase
 - F. Orange Bank & Trust Company
 - G. Citizens Bank
 - H. Catskill Hudson Bank

12. Set forth two additional signers of checks of the Fire District, in addition to the Treasurer. Verify no conflicts of interest with any Commissioners. *(One signature is required on checks up to \$5,000.00 and two signatures are required for checks over \$5,000.00 for the general checking account. One signature required only for the payroll account.)*

13. Establish Petty Cash Fund – not to exceed \$250.00 as per NY Town Law §176 (4-c).

14. Determine Board monthly meeting dates, time and place.
- Instruct the District Secretary to place this notification in the District newspaper as required by the provisions of the Open Meeting Law of the State of New York.

15. Approve membership in county and state organizations:

District:

- Association of Fire Districts of the State of New York - \$500.00 (Budget line 5412 – Dues)
- West Law (online) - *\$1,551.00 (Budget line 5425 – Publications)
*As per the Business Office, this is an estimate only based on past history. Renewal is around May timeframe)
- NFPA Standards (online) - \$1,345.00 (Budget line 5474 – Fire Prevention)

Chiefs:

- International Association of Fire Chiefs – \$234.00 (Budget line 5412 – Dues)
- New York State Association of Fire Chiefs – \$175.00 (Budget line 5412 – Dues)
- Fire Chiefs Council of Dutchess County – \$100.00 (Budget line 5412 – Dues)
- New York State Career Fire Chiefs – \$50.00 (Does not include \$35 per meeting fee and/or lodging fees, if applicable; Budget line 5412 – Dues)

EMS:

- Dutchess County EMS Council – \$75.00 (Budget line 5483 – EMS Training)
- New York State Volunteer Ambulance & Rescue Association – \$75.00 (Budget line 5483 – EMS Training)

Fire Prevention

- National Association of Fire Investigators – \$195.00 (Budget line 5474 – Fire Prevention)
- National Fire Protection Association – \$175.00 (Budget line 5474 – Fire Prevention)
- New York State Association of Fire Investigators – IAAI Chapter 23 – \$1,375.00 (Budget line 5474 – Fire Prevention)

Training:

- Fire Department Training Network – Dept. Membership – \$240.00
(Budget line 5472 – District Training)

2018 BUDGET FOR DUES: \$1,500 budgeted, total: \$1,059.00; (Does not include \$35 per meeting fee and/or lodging fees, if applicable for the New York State Career Fire Chiefs)

2018 BUDGET FOR PUBLICATIONS: \$1,500 budgeted; total: \$1,551.00. This is an estimate only, based on past history)

16. Review and reexamine all leases and contracts. Re-approve if required.
17. Review and affirmation of Fire District policies.
18. Set and determine all working committees for 2018:
 - A. Service Awards –
 - B. District Inspections –
 - C. District Officers / Chief Liaison –
 - D. EMS & Paramedic Liaison –
 - E. Public Relations –
 - F. Equipment Maintenance –
 - G. Buildings and Grounds –
 - H. Capital Equipment –
 - I. Union Negotiations & Contract –
 - J. Career Staff Liaison –
 - K. Volunteer Recruitment –
 - L. Volunteer Liaison –
 - M. District Safety & Health –
 - N. Strategic Plan –
 - O. Finance Committee –
 - P. IT Operations Committee –
 - Q. Croft & Rochdale Lease –
19. Read results from the Department Election held on December 7, 2017. Oath of Office must be taken and filed with the Town Clerk within 30 days of appointment:
 1. 1st Assistant Chief – John Richardson
 2. District President – *VACANT*
 3. District EMS Captain – *VACANT*
20. Appointment of Records Management Officer – (once appointed and having taken the oath of office, the District Secretary automatically becomes Records Management Officer. The Chief should be appointed to act as Records Management Officer in the absence of the District Secretary).

With no further business to conduct, a motion to adjourn the meeting.



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BOARD OF FIRE COMMISSIONERS MEETING AGENDA January 8, 2018

ATTENDEES:

Comm. Ralph Chiumento
Comm. José Seco
Comm. Jon Adams
Comm. Blake Williams
Comm. Peter Valdez

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

I. MEETING CALLED TO ORDER

II. ROLL CALL

III. PLEASE SILENCE YOUR CELL PHONES

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT PERIOD – The Board insists on decorum and common courtesy

The public may comment on any matter that is within the jurisdiction of the Board of Fire Commissioners. Each speaker may speak up to three (3) minutes and no time may be transferred to another party. Please do not expect the Board to answer any questions or make comments during this time. If the Board chooses to answer questions, they will do so during the “Comments from the Board” section of the meeting.

VI. COMMENTS FROM THE BOARD

VII. **ABSTRACT #18-1A**

- A. Reviewed by Comm. Adams & Comm. Valdez
- B. Approval of Abstract

Motion to approve Abstract 18-1A, for a grand total of \$ _____, totaling _____ checks. This consists of \$ _____ in paid bills with a total of _____ checks and \$ _____ in unpaid bills with a total of _____ checks.

VIII. **MINUTES TO BE APPROVED**

- A. December 18, 2017 Board of Fire Commissioners Meeting

IX. **MONTHLY COMMITTEE REPORTS**

- A. Service Awards –
 - 1. E-mail dated December 20, 2017 from PenFlex regarding the tax code amended for LOSAP.
- B. District Inspections –
- C. District Officers / Chief Liaison –
- D. EMS & Paramedic Liaison –
- E. Public Relations –
- F. Equipment Maintenance –
- G. Buildings and Grounds –
- H. Capital Equipment –
- I. Union Negotiations & Contract –
- J. Career Staff Liaison –
- K. Volunteer Recruitment –
- L. Volunteer Liaison –
- M. District Safety & Health –
- N. Strategic Plan –
- O. Finance Committee –
- P. IT Operations Committee –
- Q. Croft & Rochdale Lease –

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

- A. Received “Fire District Affairs – December 2017 – January 2018”.

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

XII. **DONATIONS** – *None unless otherwise noted*

XIII. **SCHOOL REQUESTS**

The following member(s) have been approved by Chief Gallante to attend the course(s) 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:

None submitted.

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

- A. Pat Tremper: “Hazard Materials Incident Safety Officer”, January 17 – 18, 2018 at DES Valhalla. (No costs, not requesting use of District vehicle)
- B. Joe Moore: “Fire Dynamics & Ventilation Effects”, January 18, 2018 at Westchester County Police Academy / ATF. (No costs, not requesting use of District vehicle, 10 hours own time)
- C. Pat Tremper: “Ice/Cold Water Rescue – Technician Level”, January 27 – 28, 2018 at Brewster FD. (No costs, not requesting use of District vehicle)
- D. Eric Henschel: “Introduction to Fire Investigation”, January 29 – February 2, 2018 at NYS Academy of Fire Science. (\$25 registration, \$191 lodging, meals included, requesting use of District vehicle, 48 hours District time, 28 hours own time)
- E. Pat Tremper: “Hazardous Materials Incident Command”, February 5th – 7th, 27th – 28th and March 1, 2018 at DES Valhalla. (No costs, not requesting use of District vehicle)
- F. Chris Mills: “Hazardous Materials Incident Safety Officer”, February 8, 2018 at Westchester County Training Center. (No costs, requesting use of District vehicle, 9 hours District time (no back fill required), 2 hours own time (*Day time class for Training Officers*))
- G. Erin Hanlon: “Fire Investigator I”, February 8, 2018 at Westchester County Training Center. (\$25 National Certification, not requesting use of District vehicle, 7 hours own time)
- H. Gary Lewis: “Rope Ops”, April 6th – 8th and 20th – 22nd, 2018 at NYS Academy of Fire Science. (\$25 registration, \$240 lodging, meals included, \$142 materials, not requesting use of District vehicle, 24 hours District time, 47 hours own time)
- I. Gary Lewis: “Rope Rescue Tech Level I”, August 6 – 9, 2018 at NYS Academy of Fire Science. (\$25 registration, \$151 lodging, meals included, requesting use of District vehicle, 24 hours District time, 37 hours own time)
- J. James Passikoff: “Advanced Fire Commissioner Training”, January 13, 2018 at Highland Fire District. (\$250 registration, not requesting use of District vehicle – deferred to the Board by Chief Gallante)

XIV. **COMMISSIONERS ITEMS**

XV. **DISTRICT STAFF ITEMS**

- A. Chief - Tory Gallante

- B. 1st Assistant Chief
- C. Director of EMS David Violante
- D. Treasurer
 - 1. If received, acknowledgment of the Treasurer's monthly Financial Report for the District.

XVI. **ITEMS FOR EXECUTIVE SESSION**

XVII. **EXECUTIVE SESSION**

XVIII. **RETURN TO OPEN SESSION**

- A. Open Items for Approval and/or Discussion

XIX. **ADJOURN MEETING**