



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 7, 2019

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 of the Board. Have Commissioner sign the Oath of Office.
NOTE: Commissioner Patrick Rose took his Oath of Office on December 17, 2018 and it has been filed with the Town of Poughkeepsie Clerk.
3. Elect chairman of the Board of Fire Commissioners for balance of 2019.

(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 17, 2018 and will file it with the Town of Poughkeepsie Clerk upon official appointment.
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, 2019)*
 - 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, 2018 through March 1, 2019)*
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. Saulsbury Bank
 - G. Citizens 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)
- International Association of Fire Investigators – IAAI Chapter 23 – \$520.00 (Budget line 5474 – Fire Prevention)
- International Codes Council - \$135.00 (Budget line 5474 – Fire Prevention)
- NYS Building Officials Conference - \$915.00 (Budget line 5474 – Fire Prevention)

Training:

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

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 2019:
 - 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 Lease
 - R. Rochdale Lease
19. Read results from the Department Election held on December 6, 2018. Oath of Office must be taken and filed with the Town Clerk within 30 days of appointment:
 1. Assistant Chief – Eric Philipp
 2. District President – *VACANT*
 3. District EMS Captain – *VACANT*
20. Appointment of an additional 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 an additional 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 7, 2019

ATTENDEES:

Comm. José Seco
Comm. Jon Adams
Comm. Blake Williams
Comm. Peter Valdez
Comm. Patrick Rose

Chief: Tory Gallante – (tentative)
Assistant Chief: *Appointment required by the BOFC*
Director of EMS: David Violante
District Secretary: *Appointment required by the BOFC*
Treasurer: *Appointment required by the BOFC – (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 #19-1A**

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

Motion to approve Abstract 19-1A, 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 17, 2018 Board of Fire Commissioners Meeting

IX. **MONTHLY COMMITTEE REPORTS**

- 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 Lease –
- R. Rochdale Lease –

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

- A. E-mail dated December 16, 2018 from Jim Beretta to the Board of Fire Commissioners regarding the Croft Corners lease.
- B. Received “*Fire District Affairs – December 2018 – January 2019*”
- C. E-mail dated December 27, 2018 from Jim Beretta to the Board of Fire Commissioners regarding the December 17th BOFC meeting.

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

- A. Letter received January 2, 2019 from Patrick Finn of Engine Co. #1 resigning as a member.

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

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
Magdalena Ivich	Thank you	\$100.00

XIII. **COMMISSIONERS ITEMS**

A. Resolutions for Consideration

1. Employment Agreement Extension - Director of EMS David Violante

BE IT RESOLVED, that the terms of the employment agreement between the Arlington Fire District and Director of EMS David Violante covering the period of 1/1/16 – 12/31/18 shall be extended for a period of sixty (60) days while the parties are negotiating terms of successor agreement.

2. Employment Agreement Extension - Bookkeeper Denise Holzberger

BE IT RESOLVED, that the terms of the employment agreement between the Arlington Fire District and Bookkeeper Denise Holzberger covering the period of 1/1/18 – 12/31/18 shall be extended for a period of sixty (60) days while the parties are negotiating terms of successor agreement.

3. Employment Agreement Extension - District Secretary Renee O’Neill

BE IT RESOLVED, that the terms of the employment agreement between the Arlington Fire District and District Secretary Renee O’Neill covering the period of 1/1/18 – 12/31/18 shall be extended for a period of sixty (60) days while the parties are negotiating terms of successor agreement.

XIV. **DISTRICT STAFF ITEMS**

A. Chief - Tory Gallante

1. Discussion on hiring and scheduling interviews for Firefighters and Firefighters/Paramedics
2. Uniform change for Lieutenant/MFI in Training Bureau
3. HQ Treadmill Purchase - Request from Local 2393

B. Assistant Chief –

C. Director of EMS David Violante

D. Treasurer – (absent)

1. If received, acknowledgment of the Treasurer’s monthly Financial Report for the District.

XV. **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:

- A. Todd Belsky: “Tactical Tasks and Tips in Truck Work”, October 2, 2019 at Pleasant Valley FD. (not required to maintain certification, not a CME, \$25 registration, no other costs, not requesting use of District vehicle, 5 hours own time)

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

- A. John Dunderdale: “Journeyman Fire Conference”, January 19 – 21, 2019 at Civic Auditorium West Point, VA. (not required to maintain certification, not a CME, no costs, meals provided, not requesting use of District vehicle, 12 hours District time, 34 hours own time)
- B. “Introduction to Fire Investigation”, January 28 – February 1, 2019 at NYS Fire Academy in Montour Falls. *(100% covered by Fed. Grant)*
1. Jason Caulfield – (not required to maintain certification, not a CME, \$25 registration, \$191 lodging, meals provided, requesting use of District vehicle, 38 hours District time, 37 hours own time)
 2. Carl Cacace – (not required to maintain certification, not a CME, \$25 registration, \$191 lodging, meals provided, requesting use of District vehicle, 38 hours District time, 37 hours own time)
 3. Daniel Sylvester – (not required to maintain certification, not a CME, \$25 registration, \$191 lodging, meals provided, not requesting use of District vehicle, 38 hours District time, 37 hours own time)
- C. “Fire Investigation” (week 1 of 2 week class), February 25 – March 1, 2019 at NYS Fire Academy in Montour Falls. *(100% covered by Fed. Grant)*
1. Carl Cacace – (not required to maintain certification, not a CME, \$25 registration, \$382 lodging, meals provided, \$85 materials, requesting use of District vehicle, 86 hours District time, 66 hours own time)
 2. Daniel Sylvester – (not required to maintain certification, not a CME, \$25 registration, \$382 lodging, meals provided, \$85 materials, not requesting use of District vehicle, 86 hours District time, 66 hours own time)
- D. Daniel Sylvester: “Fire Instructor 2”, March 18 – 22, 2019 at NYS Fire Academy in Montour Falls. (not required to maintain certification, not a CME, \$25 registration, \$191 lodging, meals provided, not requesting use of District vehicle, 32 hours own time, 24 hours District time)
- E. John Cox: “FHETS/ESO Training Academy and WAVE Conference”, March 18 – 23, 2019 in Austin, TX. (not required to maintain certification, not a CME, \$999 registration, \$1295 lodging, \$235 meals, \$233 airfare, \$14.50 airport shuttle, not requesting use of District vehicle, 47 hours District time, 10 hours own time)

- F. Erin Hanlon: “Portable Instrument Technician Certification”, February 4 – 8, 2019 in Houston, TX. (not required to maintain certification, not a CME, \$875 registration, \$650 lodging, \$250 meals, \$308.02 airfare, \$177 car rental, \$40 gas and parking fees, not requesting use of District vehicle, 24 hours District time, 42 hours own time – *100% covered by Fire Investigation Grant*)

XVI. **ITEMS FOR EXECUTIVE SESSION**

XVII. **EXECUTIVE SESSION**

XVIII. **RETURN TO OPEN SESSION**

- A. Open Items for Approval and/or Discussion

XIX. **ADJOURN MEETING**