



# Arlington Fire District

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

Business: (845) 486-6300  
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**For Emergencies**  
**DIAL 911**

*“Safeguarding Our Community”*

## BOARD OF FIRE COMMISSIONERS MEETING MINUTES September 18, 2017

### ATTENDEES:

Comm. James Beretta - Chairman  
Comm. José Seco  
Comm. Jon Adams  
Comm. Blake Williams

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

Chairman Beretta opened the Arlington Fire District Board of Fire Commissioners’ meeting at 7:00 p.m., took a roll call of the attendees and reminded everyone to silence their cell phones. Everyone stood and recited the pledge of allegiance.

Chairman Beretta called for a moment of silence in memory of Corey Ingraham. Corey Ingraham was a sailor in the U.S. Navy who died on August 21, 2017 in a collision involving the USS McCain and was posthumously advanced in rank to Information Systems Technician First Class.

Chairman Beretta stated that at the end of our last meeting (9/6/17) Commissioner Armstrong submitted his resignation from the Board of Fire Commissioners. Chairman Beretta expressed his thanks to Joe Armstrong for his 4 years of service to the Board and his hard work on the committees served on. Chairman Beretta stated that Joe Armstrong worked very hard for the taxpayer.

- I. **PUBLIC COMMENT PERIOD** - *No action(s) taken by the Board, unless otherwise noted*
  
- II. **COMMENTS FROM THE BOARD** - *No action(s) taken by the Board, unless otherwise noted*

III. **ABSTRACT**

Comm. Beretta stated that Abstract 17-9B was reviewed by himself and Comm. Adams.

A motion was made by Comm. Adams to approve Abstract 17-9B for a grand total of \$242,003.55 totaling 41 checks. This consists of \$ -0- in paid bills with a total of -0- checks and \$242,003.55 in unpaid bills with a total of 41 checks. Seconded by Comm. Beretta.

- 4-0 Motion Carried.

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. September 6, 2017 Board of Fire Commissioners' Meeting

A motion was made by Comm. Williams to approve the 9/6/17 Board of Fire Commissioners meeting minutes. Seconded by Comm. Seco.

- 4-0 Motion Carried,

V. **MONTHLY COMMITTEE REPORTS** - *No reports given unless otherwise noted.*

A. Service Awards – Comm. Seco

1. Annual Report received from Penflex
2. Certificate of Investment Powers- Update of Authorized Signatories  
*To be discussed at next Board meeting.*

B. District Inspections – Comm. Williams & Comm. Adams

C. District Officers / Chief Liaison – Comm. Adams & Comm. Beretta

D. EMS & Paramedic Liaison – Comm. Williams & Comm. Seco

E. Public Relations – Comm. Adams & Comm. Beretta

F. Equipment Maintenance – Comm. Adams & Comm. Seco

G. Buildings and Grounds – Comm. Seco

H. Capital Equipment – Comm. Adams

I. Union Negotiations & Contract –Comm. Beretta

J. Career Staff Liaison – Comm. Beretta

K. Volunteer Recruitment – Comm. Williams & Comm. Seco

L. Volunteer Liaison – Comm. Williams & Comm. Seco

M. District Safety & Health – Comm. Adams & Comm. Williams

N. Strategic Plan – Comm. Beretta & Comm. Adams

O. Finance Committee – Comm. Beretta

P. IT Operations Committee – Comm. Beretta & Comm. Williams

Q. Croft & Rochdale Lease – Comm. Seco

1. Negotiations ongoing with Croft Corners

- VI. **CORRESPONDENCE** – *None unless otherwise noted*
- A. Email from Peter Valdez regarding vacancy on Board
  - B. Email from Doreen Tignanelli regarding Vassar College AFAs
  - C. Email from Doreen Tignanelli regarding Vassar College Intox calls

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

- A. New Member- Conor Banta for EMS Co. #3 In-District

A motion was made by Comm.Seco to approve membership for Conor Banta for EMS, Company #3 pending the successful completion of a physical exam. Seconded by Comm. Williams.

-3-1 Motion carried

- B. Local 2393 requesting approval for T-shirts

A motion was made by Comm. Beretta to approve the request from the Local 2393 to wear T-shirts for October Breast Cancer Awareness with approval of Chief Gallante. Seconded by Comm. Williams.

-4-0 Motion carried.

It was noted that the t-shirts will be navy with pink lettering.

VIII. **DONATIONS**

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
Betty S Ferris	In Memory of Katherine Smith	\$50.00

A motion was made by Comm.Beretta to allocate the \$ 50.00 to the donations fund. Seconded by Comm. Seco.

**POLL OF THE COMMISSIONERS:**

- Comm. Adams – Yes
- Comm. Seco – Yes
- Comm. Beretta – Yes
- Comm. Williams – Yes

- 4-0 Motion Carried,

**IX. 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:

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

- A. ACLS Instructor 9/29/17 \$75.00 Each for registration at Dutchess Community College  
NO use of District vehicle  
All are using 10 hours of own time (2 hrs. for travel 8 hrs. for class) EXCEPT Lt. Kangas
1. Justin Carlon
  2. John Cox
  3. Lt. Chris Quinby
  4. Carl Cacace
  5. Todd Belsky
  6. Lt. Adam Kangas - *10hours of District time (2 hrs. travel time, 8 hrs. for class)*  
*No use of District vehicle*

A motion was made by Comm. Williams to approve school request A. Seconded by Comm.Adams.

**POLL OF THE COMMISSIONERS:**

- Comm. Adams – Yes  
Comm. Seco – Yes  
Comm. Beretta – Yes  
Comm. Williams – Yes

Motion Carried, 4 -0

- B. Trench Rescue-Technician Level September 30 and October 1 2017 at Orange County Fire Training Center *No costs to District for class No use of District Vehicle*
1. Pat Tremper

A motion was made by Comm. Adams to approve school request B. Seconded by Comm.Seco.

**POLL OF THE COMMISSIONERS:**

- Comm. Adams – Yes  
Comm. Seco – Yes  
Comm. Beretta – Yes  
Comm. Williams – Yes

Motion Carried, 4 -0

- C. Medium Structural Collapse Operations: Void Search and Rescue October 16 and 17 2017  
At Albany County *No costs to District for class No use of District Vehicle*

1. Pat Tremper

A motion was made by Comm. Adams to approve school request C. Seconded by Comm.Seco.

POLL OF THE COMMISSIONERS:

Comm. Adams – Yes  
Comm. Seco – Yes  
Comm. Beretta – Yes  
Comm. Williams – Yes

Motion Carried, 4 -0

Requests D and E removed from the agenda.

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

A. 2018 Budget Process - (Budget Hearing: October 17, 2017) – *no report unless otherwise noted*

1. On or before September 26<sup>th</sup> - Discussion & consideration of adoption of the 2018 Proposed Budget, including fund balance estimate for 2017. (Town Law §181[2])
2. Set time and location of Budget Public Hearing.
3. Board to set agenda for public hearing as follows:
  - a) The Chairman opens the public hearing
  - b) Comments from the Chairman about the budget
  - c) The Treasurer presents a brief summary of the proposed budget
  - d) Public comments begin (up to 5 minutes per person allowed)
  - e) No yielding of time
  - f) Conclusion of public comments
  - g) Comments from the Board and/or Treasurer
  - h) Hearing closed

A motion was made by Comm. Beretta to hold the 2018 Proposed Budget Hearing on October 17, 2017 at 6 PM at Station 3, Red Oaks Mill, located at 213 Vassar Road. Seconded by Comm. Adams

POLL OF THE COMMISSIONERS:

Comm. Adams – Yes  
Comm. Seco – Yes  
Comm. Beretta – Yes  
Comm. Williams – Yes

Motion Carried, 4 -0

A motion was made by Comm. Beretta to hold set the agenda for the 2018 Proposed Budget Hearing as follows:

- a) The Chairman opens the public hearing
- b) Comments from the Chairman about the budget
- c) The Treasurer presents a brief summary of the proposed budget
- d) Public comments begin (up to 5 minutes per person allowed)
- e) No yielding of time
- f) Conclusion of public comments
- g) Comments from the Board and/or Treasurer
- h) Hearing closed

Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

Comm. Adams – Yes  
Comm. Seco – Yes  
Comm. Beretta – Yes  
Comm. Williams – Yes

Motion Carried, 4 -0

- B. Commissioner Election Process – (Commissioner Election: December 12, 2017) – *no report unless otherwise noted*

**XI. DISTRICT STAFF ITEMS**

**A. Chief - Tory Gallante**

1. Vassar College requests for EMS Coverage- Sunday, September 24, 2017 President's Inauguration and Halloween Party in October (exact date to be determined.) Vassar College will reimburse AFD for cost.
2. Retirement of Jeff Pells-Chief Pells thanked Jeff Pells for his 30 plus of service and congratulated him on his retirement. Chief Gallante requested that the Board to start the process for t hiring to replace Captain Pells and the other anticipated retirements.

A motion was made by Comm. Beretta to proceed forward and prepare for new hires as a result of Captain Pell's retirement and other anticipated retirements, seconded by Comm. Adams.

**POLL OF THE COMMISSIONERS:**

Comm. Adams – Yes

Comm. Seco – No

Comm. Beretta – Yes

Comm. Williams – Yes

Motion Carried, 3 -1

**B. 1<sup>st</sup> Assistant Chief John Richardson- Absent**

**C. Director of EMS David Violante-**

1. NYS Volunteer Ambulance dues is \$75.00 not \$65.00 as previously listed in the budget.
2. Volunteers-noted that to prevent volunteers from falling through the cracks we need have a coordinator to keep things on track. Would like to get some direction as to how we can work this out. Comm. Beretta suggested meeting with the Volunteer Committee. Chief Gallante noted that the attempts have been made with no response.

**D. Treasurer James Passikoff**

1. August 2017 Financial Report-received and acknowledge by Comm. Beretta.
2. LOSAP contribution \$94,214. - Treasurer Passikoff asked the Board If they wanted to moved forward with the LOSAP contribution.

A motion was made by Comm. Beretta to authorize payment of the LOSAP contribution in the amount of \$94214.00 to RBC Wealth Management. Seconded by Comm. Williams.

4-0 Motion carried

### 3. Review of 2018 Proposed Budget- presented by

Comm. Beretta stated that he, Comm. Armstrong, Chief Gallante and Treasurer Passikoff met weekly for 2 hours to work on this budget.

Comm. Beretta stated that we are under the tax cap; our tax levy is \$16,967,500.00. Comm. Beretta listed expenses that cannot be controlled:

Medical insurance, vision insurance, salaries. Police & Fire Retirement is down due to performance of the NYS Pension Fund. Overtime has been reduced by \$150,000 which is a testament to our new model. Comm. Beretta noted that the Board has collectively worked with the Local to achieve this. There is also a reduction of \$10,000 to our gasoline budget and the diesel is not going up. This is due to our ambulances not running.

Treasurer Passikoff presented the budget and reviewed each item:

Income area- no change

Salary area- \$9000 reduction

Firefighter salary- based on contract

Reserve fund for Retirement- funds cannot be used for buyouts.

Overtime- drop due to our new model.

Computer Network- increase of \$5000 for IT support. New Telephone system is included in that line item

Refreshment- reduced by \$5000. (Inspection dinner)

Gas- reduced by \$10,000

Shop Expense-no change

HQ operations- \$1900 reduction

St 3 and 4-costs are the same

St 5 –small increases in electric, gas, refuse removal.

Communications- increase \$500

EMS Ops- down \$6000

Building Ops- down \$11,500.

Chief Gallante noted the aging vehicles, growth in the District with increase call volumes, Turn out gear replacement, as well as routine maintenance was considered when developing this budget.

Treasurer Passikoff noted that we need to protect the taxpayer and ourselves against unforeseen expenses.

Treasurer Passikoff concluded the presentation.



A motion was made by Comm. Beretta to approve the 2018 Proposed Budget as presented with an operating budget of \$17,526,100.00 with an amount to be raised by real property taxes of \$16,967,500.00, an increase of 1.63590%. Seconded by Comm. Adams.

**POLL OF THE COMMISSIONERS:**

Comm. Adams – Yes  
Comm. Seco – No  
Comm. Beretta – Yes  
Comm. Williams – Yes

Motion Carried, 3 -1

**XII. ITEMS FOR EXECUTIVE SESSION**

With no further open business to discuss, a motion was made by Comm. Beretta to adjourn to Executive Session to discuss an item relating to a lease of real property and invite Chief Tory Gallante. Seconded by Comm. Seco  
- 4-0 Motion Carried,

The Board adjourned to Executive Session at 8:40 PM.

**XIII. EXECUTIVE SESSION**

The Board came out of Executive Session at 8:59 PM and returned to Open Session.

There were no open items for discussion and/or approval as a result of Executive Session.

**XIV. OPEN ITEMS**

As a result of Executive Session-none

With no further business to conduct, a motion was made by Comm. Seco to adjourn the meeting. Seconded by Comm. Adams.

- 4-0 Motion Carried,

Meeting adjourned at 8:59 PM

Respectfully Submitted,

Denise Holzberger  
Acting District Secretary



# BOARD OF FIRE COMMISSIONERS MEETING PUBLIC ATTENDANCE SHEET

NOTE: This sheet will be attached to the Board of Fire Commissioners meeting minutes as part of the official record. If you agree to have your name as part of the official record and published on our website, please legibly print your name below. Thank you.

DATE OF MEETING: SEP 18 2017

Tony FERRARI	
DOREEN TIGNANELLI	
Jimmy METRANNO	