



Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, NY 12603
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Business: (845) 486-6300
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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES November 6, 2017

ATTENDEES:

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

Chief: Tory Gallante
District Secretary: Renee O’Neill
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.

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 17–11A was reviewed by Comm. Adams and Comm. Williams.

A motion was made by Comm. Williams to approve Abstract 17–11A for a grand total of \$250,563.16, totaling 42 checks. This consists of \$3,769.72 in paid bills with a total of 5 checks and \$246,793.44 in unpaid bills with a total of 37 checks. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. October 16, 2017 Board of Fire Commissioners' Meeting

A motion was made by Comm. Williams to approve (the October 16, 2017 Board of Fire Commissioners meeting minutes). Seconded by Comm. Seco.

- Motion Carried, 4 – 0

B. October 17, 2017 Board of Fire Commissioners' 2018 Proposed Budget Hearing

A motion was made by Comm. Seco to approve the minutes of the October 17, 2017 Board of Fire Commissioners 2018 Proposed Budget Hearing. Seconded by Comm. Williams.

- Motion Carried, 3 – 0 – 1 (Comm. Adams abstained)

C. October 24, 2017 Board of Fire Commissioners' Special Meeting

A motion was made by Comm. Adams to approve (the October 24, 2017 Board of Fire Commissioners special meeting minutes). Seconded by Comm. Williams.

- Motion Carried, 3 – 0 – 1 (Comm. Seco abstained)

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

A. Service Awards – Comm. Seco & *Vacant*

1. Received from RBC Wealth Management – “Portfolio Review for Period Ending September 30, 2017”

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 & *Vacant*

H. Capital Equipment – Comm. Adams & *Vacant*

I. Union Negotiations & Contract – *Vacant* & Comm. Beretta

J. Career Staff Liaison – Comm. Beretta & *Vacant*

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 & *Vacant*

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

Q. Croft & Rochdale Lease – *Vacant* & Comm. Seco

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

- A. E-mail received October 25, 2017 from John Richardson regarding his intent to run for 1st Assistant Chief in the upcoming Department Election and requested to be added to the ballot.

District Secretary O'Neill stated that additional correspondence came in over the weekend from Vicki Philipp to the Board of Fire Commissioners regarding questions she has for the Board and this will be listed on the next meeting agenda.

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

- A. Letter dated October 10, 2017 from Kelly Kohler of Croft Corners Fire Company resigning as a member effective November 1st. (*Needs to be dropped from the active roles*)

A motion was made by Comm. Adams to accept the resignation and drop Kelly Kohler of Croft Corners Fire Company from the District roles. Seconded by Comm. Seco.

- Motion Carried, 4 – 0

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

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:

- A. “ACLS – EP” (CME), November 2, 2017 at AFD Station #3.
1. Justin Carlon - (No costs, not requesting use of District vehicle, 8 hours own time)
 2. James Palmatier - (No costs, not requesting use of District vehicle, 8 hours own time)
 3. Doug Parrish - (No costs, not requesting use of District vehicle, 8 hours own time)

The following school request requires consideration by the Board of Fire Commissioners:

- A. John Richardson: “IAFC – VCOS Seminar”, November 9 – 12, 2017 in Clearwater, FL. (No costs, not requesting use of District vehicle) – *Deferred to the BOFC by Chief Gallante*

A motion was made by Comm. Beretta to deny this. Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

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

- No action, 2 – 2

- X. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*
- A. **Commissioner Election Process** – (Commissioner Election: December 12, 2017) – *no report unless otherwise noted*
1. Board to appoint Edwin Klebaur as an Election Inspector at Headquarters in place of Dorothy Tompkins, who is unable to fulfill her duties, and be compensated in the amount of fifty dollars (\$50.00), according to NYS Code §175, for his services and attendance at the annual election.

A motion was made by Comm. Beretta to approve Edwin Klebaur as an Election Inspector.
Seconded by Comm. Seco.

- Motion Carried, 4 – 0

2. Secretary O’Neill performed the following:
 - A Chairperson and Inspector assignment letters were mailed on October 18th.
 - B. Requested via mail and e-mail, a list of AFD registered voters as of November 22nd from the Dutchess County Board of Elections.
 - C. Legal notice sent to the Poughkeepsie Journal on October 30th, to be printed on November 15th. Also posted notice on AFD website and sent to Town of Poughkeepsie Town Clerk.
- B. Comm. Beretta
 1. Appropriation of Unassigned Fund Balance.

Comm. Beretta read the following and moved its approval:

NOW, THEREFORE BE IT RESOLVED, that based on the recommendations of the Finance Committee for the Arlington Fire District (“District”), the District Board of Fire Commissioners does hereby authorize the transfer in the amount of \$300,000 from the District’s current unassigned fund balance to the District’s Employee Benefit Accrued Liability Reserve Fund, a fund authorized and established pursuant to General Municipal Law.

Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

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

- No action, 2 – 2

Comm. Beretta read the following and moved its approval:

NOW, THEREFORE BE IT RESOLVED, that based on the recommendations of the Finance Committee for the Arlington Fire District (“District”), the District Board of Fire Commissioners does hereby authorize the transfer in the amount of \$533,243 from the District’s current unassigned fund balance to the District’s Equipment Capitol Reserve Fund, a fund authorized and established pursuant to General Municipal Law.

Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

Comm. Adams – Yes

Comm. Seco – No

Comm. Beretta – Yes

Comm. Williams – No

- No action, 2 – 2

Comm. Beretta read the following and moved its approval:

NOW, THEREFORE BE IT RESOLVED, that based on the recommendations of the Finance Committee for the Arlington Fire District (“District”), the District Board of Fire Commissioners does hereby authorize the transfer in the amount of \$100,000 from the District’s current unassigned fund balance to the District’s Building Capitol Reserve Fund, a fund authorized and established pursuant to General Municipal Law.

Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

Comm. Adams – Yes

Comm. Seco – Yes

Comm. Beretta – Yes

Comm. Williams – Yes

- Motion Carried, 4 – 0

2. Discontinuation of the Child Passenger Safety (CPS) program and transfer of the CPS assets to the Dutchess County Traffic Safety Board.

Comm. Williams read the following and moved its adoption:

RESOLUTION TO DISCONTINUE THE ARLINGTON FIRE DISTRICT
CHILD PASSENGER SAFETY (CPS) PROGRAM/CAR SEAT PROGRAM,
DETERMINE THAT THE DISTRICTS CPS PROGRAM EQUIPMENT IS SURPLUS AND
TO DONATE SAID SURPLUS EQUIPMENT TO DUTCHESS COUNTY FOR
THE DUTCHESS COUNTY TRAFFIC SAFETY BOARD

WHEREAS, since 2016, the Arlington Fire District (“District”) has elected not to apply for annual grant funding for Child Passenger Safety Program through the New York State Traffic Safety Committee for the District’s Child Passenger Safety (CPS) Program, as these services are available through other agencies, and

WHEREAS, the assets of the District’s CPS Program are no longer needed for the purposes of the District; and

WHEREAS, based on the action above, the District’s CPS Director has recommended donating the District’s CPS Program equipment in “as is condition” listed below to Dutchess County specifically, to the Dutchess County Traffic Safety Board; and

WHEREAS, Chief Gallante has reported that the Administrator of the Dutchess County Traffic Safety Board is interested in accepting the donation of the District’s CPS Program equipment in “as is condition”; and

WHEREAS, the Administrator of the Dutchess County Traffic Safety Board has contacted and reports that the NYS Traffic Safety Committee supports the potential donation of the equipment from the District’s CPS Program to their agency.

NOW, THEREFORE BE IT RESOLVED, that effective immediately, the Arlington Fire District Board of Fire Commissioners (“Board”) does hereby discontinue the Arlington Fire District’s Child Passenger Safety Program (the Car Seat Program); and

BE IT FURTHER RESOLVED, that pursuant to Town Law Section 176 (23), the Board does hereby declare the following items of equipment from the District CPS Program, as no longer necessary for the operations of the District and are deemed surplus equipment: 1 2009 PACE 12’ Cargo Trailer, 1 2004 PACE 6’ Cargo Trailer, 50 traffic cones, 1 pop up tent, and approximately: 4 event road signs w/ 2 stands, 4 scales, several clipboards, 4 scissors, 4 razor knives, 1 box of pool noodles, 5 LATCH reference manuals, several binders; and

BE IT FURTHER RESOLVED, that pursuant to Town Law Section 176 (23), contingent upon Dutchess County accepting the donation of the above listed equipment in “as is condition” specifically for the use by the Dutchess County Traffic Safety Board, the Board does hereby donate the surplus equipment listed above in “as is condition” and valued at less than \$20,000., to the Dutchess County Traffic Safety Board; and

BE IT FURTHER RESOLVED, that upon confirmation that Dutchess County will accept this surplus equipment in “as is condition” for the express use of the Dutchess County Traffic Safety Board, the Board does hereby authorize the Fire Chief to take the necessary measures to execute the donation of such surplus equipment identified herein, including if any, taking necessary measures to notify the New York State Traffic Safety Committee of such donation; and

BE IT FURTHER RESOLVED, that upon the transfer of the surplus equipment to Dutchess County, the Fire Chief shall notify the District’s Treasurer in order for the Treasurer to adjust the District’s inventory and assets accordingly, and shall also notify the District’s Insurance Carrier.

Seconded by Comm. Seco.

POLL OF THE COMMISSIONERS:

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

- Motion Carried, 4 – 0

XI. DISTRICT STAFF ITEMS

A. Chief - Tory Gallante

1. Request received from Ms. Laurel Hennen Vigil, from the Vassar College newspaper, to do a ride-a-long. A waiver will be signed.

A motion was made by Comm. Beretta that per the Chief's request we allow Ms. Laurel Hennen Vigil from Vassar College to do a ride-a-long and under the Chief's direction Ms. Laurel Hennen Vigil will get instructions on what they cannot photograph or participate in and the District will have the ability to review photographs or video that's taken. Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

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

- Motion Carried, 4 – 0

2. Consideration of approval of revised "Rules and Regulations #2 – District Officers".

A motion was made by Comm. Beretta that we adopt the revised Rules and Regulations #2. Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

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

- Motion Carried, 4 – 0

3. Saturday, we had a 2nd alarm fire which was contained to the garage portion of the structure. Thanked the volunteers, career staff, assisting departments and agencies.
4. Turnout gear is over 5 years old. 10 year life expectancy. Recommending to start purchasing in sets over the next few years instead of at once to avoid a big expenditure from the Capital

Reserve Fund down the road. Will have solid numbers at a future meeting.

5. Attack hose FEMA grant application was denied. Will be looking at purchasing and replacing hose and related nozzles. Hose is over 10 – 15 year mark.
6. We have two hose testers, which are both out of service. In process of purchasing a new hose tester.
7. Thursday we will be conducting firefighter interviews. 3 out of the 4 candidates confirmed interview.

B. 1st Assistant Chief John Richardson – (absent)

C. Director of EMS David Violante

1. RE: Sale of ambulances which were declared surplus in September.

Comm. Beretta read the following resolution and moved its adoption:

**RESOLUTION TO
SELL SURPLUS VEHICLES**

WHEREAS, on September 6, 2017, the Arlington Fire District (“District”) Board of Fire Commissioners (“Board”) determined that the three District ambulances, 32-71 a 2013 Horton, 32-72 a 2013 Horton, and 32-74 a 2006 PL Custom are no longer needed for the purposes of the District and deemed them surplus vehicles; and

WHEREAS, accordingly, the ambulances were decommissioned which included decertifying them with the New York State Department of Health, the New York State Department of Motor Vehicle, and removing all equipment and identifying signage; and

WHEREAS, the District received estimates on the current value of the ambulances as follows: 32-71, 2013 Horton; 32-72, 2013 Horton valued at between the high teens and \$30,000; and 32-74, 2006 PL Custom valued at between \$3,500 and \$6,500; and

WHEREAS, the District contacted various emergency agencies and companies offering the ambulances in “as is” condition for sale, including Eastford Fire and Rescue, Northern Eastern Rescue Vehicles, Ambulance Network, Specialty Vehicles, VCI Emergency Vehicle Specialists and DeNooyer Chevrolet Emergency Vehicles; and

WHEREAS, based on the responses, the Chief and Director of EMS recommend that the Board sell the three surplus ambulances in “as is” condition to Ambulance Network for \$85,000.

NOW, THEREFORE BE IT RESOLVED, that pursuant to Town Law Section 176 (23), the Arlington Fire District Board of Fire Commissioners (“Board”) does hereby approve the sale of the three surplus ambulances in “as is” condition; 32-71 a 2013 Horton, 32-72 a 2013 Horton,

and 32-74 a 2006 PL Custom to Ambulance Network in the amount of \$85,000 and authorizes the Chief to take all action necessary to effectuate the transfer, including receiving payment in full prior to the transfer of ownership of the ambulances in “as is” condition; and

BE IT FURTHER RESOLVED, that pursuant to Town Law Section 176 (23), this resolution and sale of the surplus ambulances is subject to a permissive referendum which shall be published in a legal notice; and

BE IT FURTHER RESOLVED, that upon the transfer of the surplus ambulances to Ambulance Network, the Fire Chief shall notify the District’s Treasurer to adjust the District’s inventory and assets accordingly, and shall also notify the District’s Insurance Carrier.

Seconded by Comm. Adams.

POLL OF THE COMMISSIONERS:

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

- Motion Carried, 4 – 0

- 2. Sale of cots – currently negotiating with different departments; probably about \$4,000 per cot. Will follow up with the Board.

D. Treasurer James Passikoff

- 1. No financial report yet; the bank statements came in today’s mail.
- 2. In process of changing over the District credit cards to M & T Bank from KeyBank.
- 3. 2018 budget has been finalized and given to the Town of Poughkeepsie.

XII. ITEMS FOR EXECUTIVE SESSION

A. Chief Gallante

- 1. Employment history of six (6) individuals

B. Comm. Beretta

- 1. Employment history of one (1) individual
- 2. Proposed Lease of Real Property

C. Comm. Seco

- 1. Employment history of one (1) individual

With no further open business to discuss, a motion was made by Comm. Beretta to enter into adjourn to Executive Session and invite the Chief to discuss the employment history of eight (8) individuals and the proposed lease of real property. Seconded by Comm. Seco.

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 8:01 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 9:14 p.m. and returned to Open Session.

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

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

- Motion Carried, 4 – 0

Meeting adjourned at 9:14 p.m.

Respectfully Submitted,

Renee O’Neill
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: 11-6-17

Tony Ferranti	
Doreen Tignanello	
EW Sloves	
Ralph Chiumento	
DAN CALLOT	