



# *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”*

---

**MINUTES  
BOARD OF FIRE COMMISSIONERS  
ORGANIZATIONAL MEETING  
January 7, 2013**

**ATTENDEES:**

Comm. Richard Dore  
Comm. Ralph Chiumento  
Comm. Peter Valdez  
Comm. Kenneth Muckenhaupt  
Comm. James Beretta

Chief: Tory Gallante  
District Secretary: Renee O'Neill  
Treasurer: James Passikoff

Comm. Dore acted as temporary Chairman and opened the 2013 Organizational Meeting of the Arlington Board of Fire Commissioners at 7:00 p.m. with a pledge to the flag.

**I. NEWLY ELECTED COMMISSIONER TO TAKE OATH OF OFFICE**

Comm. Dore welcomed Comm. Beretta to the Board and stated that he already took his oath of office and filed it with the Town of Poughkeepsie Town Clerk.

**II. ELECTION OF CHAIRMAN OF THE BOARD**

A motion was made by Comm. Valdez to elect Rich Dore as Chairman of the Board for the year 2013. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 1 (Comm. Beretta voting “no”)

Chairman Dore took over the remainder of the meeting.

**III. APPOINTMENT OF ACTING CHAIRPERSON FOR 2013**

In the absence of Chairman, the other Board members may designate one of themselves to act as temporary Chairman.

Chairman Dore stated that the affidavit of publication of the Organizational Meeting will be attached to the minutes.

IV. **APPOINTMENT OF DISTRICT SECRETARY**

A motion was made by Comm. Chiumento to name Renee O'Neill to as District Secretary with a salary as per her contract. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 - 0

Secretary O'Neill took the oath of office with Mr. Ian Lindars, a representative from McCabe & Mack, and it will be filed with the Town of Poughkeepsie Town Clerk.

V. **APPOINTMENT OF DISTRICT ATTORNEY=S**

A motion was made by Comm. Chiumento to name McCabe & Mack, LLP for general matters, with a retainer as per the 2013 budget. Seconded by Comm. Valdez.

- Motion Carried, 5 - 0

A motion was made by Comm. Chiumento to name Thomas, Drohan, Waxman, Petigrow & Mayle, LLP for labor matters with a retainer as per the 2013 budget. Seconded by Comm. Muckenhaupt.

- Motion Carried, 4 – 1 (Comm. Beretta voting “no”)

VI. **APPOINTMENT OF DISTRICT TREASURER**

A motion was made by Comm. Muckenhaupt to name James Passikoff as Treasurer, with a salary as per the 2013 budget. Seconded by Comm. Valdez.

- Motion Carried, 4 – 1 (Comm. Beretta voting “no”)

Treasurer Passikoff took the oath of office with Mr. Ian Lindars, a representative from McCabe & Mack, and it will be filed with the Town of Poughkeepsie Town Clerk.

VII. Chairman Dore asked that our attorney review the Treasurer's Surety Bond and determine if it is sufficient, if it has expired and whether it needs to be reviewed. The Undertaking must be filed with the Town Clerk.

VIII. Chairman Dore stated that the Treasurer is to submit to the Board, a copy of the annual report as submitted to the Department of Audit and Control, with a deadline of February 28, 2013.

IX. Authorize the Treasurer, in accordance with Town Law Section 176 4-a, to pay in advance of audit by the Board all light, telephone, postage, freight, express charges

and other such bills to avoid the imposition of interest or late charges in accordance with the provisions of said Town Law.

A motion was made by Comm. Chiumento to approve Treasurer Passikoff to pay in advance of audit by the Board all light, telephone, postage, freight, express charges and other such bills to avoid the imposition of interest or late charges.

Seconded by Comm. Chiumento.

- Motion Carried, 5 - 0

X. **APPOINTMENT OF DISTRICT NEWSPAPER**

A motion was made by Comm. Muckenhaupt to name the Poughkeepsie Journal as the District's official newspaper. Seconded by Comm. Beretta.

- Motion Not Carried, 2 – 3 (Commissioners Valdez, Chiumento and Dore voting “no”)

A motion was made by Comm. Chiumento to temporarily name the Poughkeepsie Journal as the District official newspaper until research for a different newspaper is conducted. Seconded by Comm. Valdez.

- Motion Carried, 4 – 1 (Comm. Beretta voting “no”)

XI. **APPOINTMENT OF DISTRICT BANKS**

A motion was made by Comm. Chiumento to name the following as the District's official bank to deposit District Funds: First Niagara, M & T Bank, Fleet Bank, Key Bank, TD Bank, Chase, Orange County Trust Company and Citizens Bank. Seconded by Comm. Valdez.

Comm. Dore stated that the District should have collateral agreements with its Bank depositories. The Treasurer was directed to review those agreements and have them updated as necessary.

- Motion Carried, 5 - 0

XII. **SIGNATURES OF CHECKS**

A motion was made by Comm. Chiumento to authorize Treasurer Passikoff, Comm. Muckenhaupt or Comm. Dore to sign checks for the Fire District. Two signatures are needed for amounts over \$5,000 and only one signature is needed for the payroll account. Seconded by Comm. Beretta.

- Motion Carried, 5 - 0

XIII. **DESIGNATION OF MEETING DATES**

Chairman Dore stated that the Board of Fire Commissioners will meet on the first Monday and third Monday of every month at 7:30 p.m. at Headquarters.

Chairman Dore instructed the Secretary to send the notification regarding the meetings dates to the newspaper, as required by the Open Meeting Law of the State of New York.

XIV. **MEMBERSHIPS**

A motion was made by Comm. Chiumento to authorize the Arlington Fire District continue its memberships in the following and to allow Chief Gallante to review as time goes on to see what is beneficial to the District and what to drop. Seconded by Comm. Valdez.

Association of Fire Districts of the State of New York, Dutchess County Association of Fire Districts, International Association of Fire Chiefs, New York State Association of Fire Chiefs, Westchester County Career Chiefs, Dutchess County Chiefs Council , National Volunteer Fire Council, International Association of Fire Instructors, Dutchess County EMS Council, New York State Volunteer Ambulance Association, National Association of Emergency Medical Technicians, National Fire Protection Association and New York State Fire Investigators Association, International Code Council, National Fire Sprinkler Association, National Truck Equipment Association

- Motion Carried, 4 – 1 (Comm. Beretta voting “no”)

XV. Review, reexamine Leases & Contracts

Chief Gallante stated that the District is working with McCabe & Mack on the lease agreements with Croft Corners Fire Company and Rochdale Fire Company.

A motion was made by Comm. Chiumento to continue paying the current lease rate and continue using the expired contract, until an agreement is made. Seconded by Comm. Muckenhaupt.

- Motion Carried, 5 - 0

XVI. Review of Fire District Policies

A motion was made by Comm. Chiumento to approve all Fire District policies in its current state. Seconded by Comm. Muckenhaupt

- Motion Carried, 4 – 1 (Comm. Beretta voting “no”)

XVII. **APPOINTMENT OF COMMITTEES FOR 2013:**

Chairman Dore appointed the Board members listed to act on the following committees:

- A. Service Awards – Comm. Chiumento & Comm. Muckenhaupt
- B. District Inspections – Comm. Valdez & Comm. Dore
- C. District Officers / Chief Liaison – Comm. Dore & Comm Muckenhaupt
- D. EMS & Paramedic Liaison – Comm. Muckenhaupt & Comm. Valdez
- E. Public Relations – Comm. Dore & Comm. Chiumento
- F. Equipment Maintenance – Comm. Dore & Comm. Chiumento

- G. Buildings and Grounds – Comm. Beretta & Comm. Dore
- H. Capital Equipment – Comm. Beretta & Comm. Chiumento
- I. Union Negotiations & Contract – Comm. Chiumento & Comm. Muckenhaupt
- J. Career Staff Liaison – Comm. Valdez & Comm. Muckenhaupt
- K. Volunteer Recruitment – Comm. Beretta & Comm. Valdez
- L. Volunteer Liaison – Comm. Beretta & Comm. Valdez
- M. District Safety & Health – Comm. Dore & Comm Muckenhaupt
- N. Strategic Plan – Comm. Beretta & Comm. Dore

XVIII. **DEPARTMENT ELECTION RESULTS**

The results of the Department Election that was held on December 6, 2012 for 1<sup>st</sup> Assistant Chief Engineer, 2<sup>nd</sup> Assistant Chief Engineer, Assistant Chief North / South, District President and District EMS Captain are as follows:

1. 1<sup>st</sup> Assistant Chief – John Richardson
2. 2<sup>nd</sup> Assistant Chief – Eric Philipp
3. Assistant Chief - North South - VACANT
4. District President - VACANT
6. District EMS Captain – Mike Hogan

Mr. Ian Lindars from McCabe & Mack had 2<sup>nd</sup> Assistant Eric Philipp take his oath of office, which will be filed with the Town of Poughkeepsie Town Clerk. All others who were not in attendance at the meeting with file their oath of office with the Town of Poughkeepsie Clerk at another time.

Chairman Dore thanked all District Commissioners, Chief, Assistant Chiefs, Career Staff, Volunteers and Employees for their performance in 2012.

A motion was made by Comm. Valdez to adjourn at 7:28 p.m. Seconded by Comm. Chiumento.

- Motion Carried, 5 - 0

Respectfully submitted,

Renee O'Neill  
District Secretary