

Village of Rhinebeck Board of Trustees

Budget Meeting

Tuesday, February 20, 2018

7:00 PM

Attendance: Mayor Gary Bassett, Trustee Ric Lewit, Trustee Howie Traudt, Trustee Brant Neuneker, Trustee John Rossi, Sgt. Peter Dunn, Applicant Kyle Jennings, Kyle Eighmy, Fire Chief and Karen P. McLaughlin, Treasurer

The mayor started the meeting with the Pledge of Allegiance at 7:07 pm.

**Police applicant review**

The mayor discussed that the Police department is looking to replace a part-time officer. Kyle Jennings previously worked here and is now a full-time fire fighter and wants to stay in Police work part time. The mayor invited Kyle to the meeting to meet the board. Trustee Traudt said he read his resume and is very impressed. The mayor asked Kyle if another opportunity comes along, does he plan to move on and is he willing to make a commitment. Kyle explained that now he is a career fire fighter, and his other passion is being a police officer. He works a 2 day 24 hour shift as a fire fighter and has many days that he can work part-time. He can be available to start May 10<sup>th</sup>. Sgt. Dunn explained that he would like to have him up and running for Memorial Day. There are still other candidates to interview.

**Police Phone-** (for the Universal Response to Domestic Violence program) Sgt. Dunn requested the board support the Lethality Assess Program (LAP) to provide law enforcement with the tools to identify victims of high risk of domestic violence homicide. Upon identification, LAP encourages law enforcement to immediately connect victims to risk reducing advocacy services, via the 24-hour domestic violence hotline. A separate phone and number allows the victim to call on the scene without fear of the call being traced back to them Dutchess County is trying to get all the municipalities on board. If there is a need for a private phone for the victim's and their families, this would be for that. It is a secret number so police can use it also and are not using their phone, thus protecting their privacy and safety. It will cost \$28/month. Motion made by Mayor Bassett to authorize the purchase of the phone and support for this program, seconded by Trustee Lewit, all was in favor. Motion passed.

**Porch Fest-** Sgt. Dunn reported that the event has grown and gotten much larger. It will require the streets be blocked and have trucks there for protection so no one plows through the crowds of walking public. Sgt. Dunn also discussed the parking and the need for the event coordinator to get the signs needed to direct the parking public to where parking that is available. Porch Fest did make a donation last year to help cover the cost of the extra patrols. They want to go back to Saturday as there are many Church services held on Sunday taking up parking spaces. Sgt. Dunn suggested ending it at 5:30 instead of 6:00 pm to give time to breakdown the barricades, clean up and open the streets.

Trustee Lewit asked if trucks are normally what is used for barricades. Sgt. Dunn would prefer concrete barricades but we do not have them. It was suggested to check with Andy from the DC Fair and borrow some from the Fair grounds. Chief Eighmy commented on zigzagging them to get emergency equipment through for an emergency. We would have to take a look at the map and figure it out. Mayor Bassett made a motion to approve Porch Fest moving the date to Saturday and ending at 5:30, seconded by Trustee Traudt and all were in favor to authorize this

event. Motion passed.

**Liquor License-** Sunflower Natural Foods Market request Village waive the 30-day wait period so that they can submit their application as soon as possible. Motion made by Mayor Bassett to waive the 30-day wait period, seconded by Trustee Rossi and all were in favor. Motion passed with the exception of Trustee Traudt who abstained because his company sells beer at the event. With a majority, Motion passed.

The highway department asked if the Village would donate 1 yard of mulch to the Catholic Church in Red Hook where he attends. The questions came up if that would set a precedent for other non-profits and where is the line drawn. Motion made by Mayor Bassett to NOT deliver mulch to the catholic church in Red Hood, seconded by Trustee Rossi all in favor except Trustee Traudt who abstained. Motion passed.

The Farmers Market would like to put a sign on the side of a shed on Village owned property to advertise the Farmers Market. The mayor stated that he thought it should go to the Planning Board. Motion made by Mayor Bassett to refer the Farmers Market sign proposal to the Planning Board, seconded by Trustee Rossi and all were in favor. Motion passed.

### **Waste Water work schedule-**

Trustee Traudt discussed the Waste Water Plant hours. The wastewater department employees came back with a proposed schedule. The mayor announced the schedule as follows:

The Chief Waste Water Plant operator will work from Sunday to Thursday having Friday and Saturday off as a regular schedule. The other two operators will work every other Saturday. Their schedule will be Monday through Friday and have Saturday and Sunday off. The following week work Tuesday through Saturday having Monday and Sunday off. This schedule will rotate between them.

Trustee Neuneker is comfortable with the proposed schedule provided by the Wastewater treatment plant and reminded the board that it is the Chief Operator's job to make sure that jobs get done. He added that we can condition our vote on them filling the Saturday with defined tasks. Motion made by Trustee Traudt to authorize the proposed WWTP schedule, on the condition that there are defined tasks to fill the Saturday schedule, seconded by Mayor Bassett and all were in favor. Motion passed.

### **Budget Review**

The mayor stated that there are two segments of the Fire department budget to be discussed. One is the fire department budget equipment and maintenance and the other is the establishment of a Municipal Fire Coordinator/Administrator position.

### **Fire Department-**

Chief Eighmy reviewed Fire department budget line by line. He reported that in the equipment line item (1.034102.01.000.00), they plan to complete the purchase of the bottles for the Scott Packs. He explained the difference between 30 minute versus 45 minute capacity. The tanks are on before even before entering the building for fire suppression, he is proposing the 45 minute bottles, also they are looking at 31 bottles and they last for about 15 years. Eighmy also reported that they are taking into account larger projects, setting priorities and scheduling/budgeting to do one big item a year. The goal is to build up the Capital Projects fund for the purchase of a vehicle in the future.

Rescue Captain Krissy Eighmy, EMS was able to reduce the equipment budget for EMS (1.034102.01.000.27) from 21k to 18k by the Fire Department absorbing the cost of the Tough

Books for both the Fire and EMS.

Fire-EQ Fire police line item (1.034102.01.000.28) has been deleted and combined with the Fire EQ line item.

The fees non-employees line item (1.034104.01.000.02) has been reduced to \$13k, which Eighmy said also has the expenses for hose testing and apparatus maintenance in it.

The chief explained the training line item (1.034104.01.000.03) is the expense for members attending training. We do not send everyone as the members that go come back with the knowledge to share with the other fire fighters. We also rotate to make sure all members get to attend.

The Fire repair/maintenance for the Fire House (1.34104.01.000.34) was decreased from 11.000 to \$3,500 as the history of that lime item has trended low.

The over-all decrease in the fire Dept. budget is \$20k. Also, presented is a decrease in the Transfer to CAP from \$50 to \$25k.

Chief Eighmy reported that some time he would like a meeting to just update the board on what the standards are and all the requirements they have. It's much more technical and much different fighting fighters these days, than it was in the past.

The board discussed the number of actual fire members and EMS. Currently, there are 21 Fire fighters; 14 Fire and EMT; 8 that are just EMT.

The mayor reported that we here in Rhinebeck are fortunate that we have such dedication and devotion, in which we did 1,037 call last year and we are getting busier.

Chief Eighmy discussed a possible future mandate that BLS (Basic Life Support) ambulances be required to carry cardiac monitors, as in an ALS (Advanced Life Support) ambulance. With this, decisions can be made quicker to save a life like instead of taking them to Northern, then to Vassar, they can go right to Vassar.

### **Municipal Fire Coordinator/Administrator position**

The mayor presented to the board the establishment of a position titled Municipal Fire Coordinator/Administrator:

### **MUNICIPAL FIRE COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional and administrative position which is responsible for the planning and administration of municipal programs for fire training, mutual aid and fire inspections. The incumbent will also be charged with working with agencies and departments that rely on services from the Fire Department. Work is performed under the general supervision of the Mayor or other municipal official, with leeway allowed for exercise of independent judgment. This position involves assignments outside the normal work week, including evenings and weekends.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

- Oversees all fire training and mutual aid programs in conjunction with local fire organizations;
- Administers the operations of the fire department including, budget preparation, personnel management and contract review and recommendations;
- Develops and implements policies and strategic plans to assist in program development;
- Handles all fire-related response initiatives as directed;
- Works with the Emergency Response and Fire Department on emergency planning;
- Coordinates and maintains required records for all volunteers and/or employees to provide mandatory reporting and record keeping to appropriate channels;
- Supervises and coordinates firefighter training with mutual aid companies;
- Works with Building Inspector on all matters related to fire inspections and building inspections under the municipalities jurisdiction;
- Performs fire inspections on commercial buildings, public assembly, churches, and other municipal establishments;
- Maintains inventory of fire related and emergency services equipment to be able to assess, plan and recommend additional equipment purchases and/or special services that will benefit the municipality.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of firefighting and fire prevention methods;  
 Knowledge of applicable laws, rules, regulations, codes and ordinances dealing with construction, fire department administration and public safety;

Knowledge of budgetary practices and procedures;

Ability to read and interpret plans and specifications;

Ability to establish and maintain effective working relationships with others;

Ability to work outdoors under all weather conditions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

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Graduation from high school or possession of a high school equivalency diploma PLUS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher and four (4) years of full-time paid work experience as a firefighter at the supervisory level;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time work paid experience as listed above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Volunteer experience may be substituted for each year of the above stated paid experience.

**SPECIAL REQUIREMENT:**

- Completed NYS Office of Fire Prevention and Control (OFPC) Firefighter I or equipment at time of application.

The mayor reported that we (the Fire Department) are responding to more mutual aid calls that need to be coordinated, there are many new mandates that didn't previously exist and we are growing with an increase in activity and calls.

The mayor also discussed all the fire inspections that need to be done. With the revised code for Short-term vacation rentals and the increased need for safety oversight, we will have close to 250 annual inspections, just in the village. The town doesn't do any fire inspections at all. The town would be interested in contracting their Fire inspections to the village and that could bring the total to about 450 fire inspections a year. Other municipalities have been polled and charges range from \$100-150 and more if they have to return more than once. If we calculate this out, and say we were to charge \$150 a year at 450, we could anticipate around \$65k revenue.

Trustee Rossi stated that a compelling case is being made but will the other items on the job description get done if that many Fire Inspections are focused on. Trustee Rossi stated that he is concerned about the rest of the job in the description getting done.

Trustee Traudt asked what the other fire fighters think of this paid position and is it a slippery slope? Trustee Traudt suggested finding a retired fire fighter to volunteer for the position. Trustee Neuneker suggested beefing up the hours of the Fire Inspector and make this a 20 hour a week job. The mayor reported that the fire inspections are not being done regularly now.

This is a competitive job, which the County supports. A test would need to be taken and passed for this position. Chief Kyle stated that he is probably already doing at least 5 hours of administration a week as a volunteer. The County has actually indicated that they are looking to roll this out to other Fire Departments, as administration has been a burden for many volunteer Fire Departments.

Trustee Lewit asked how this position interacts with the current line-up of the Fire Department. Eighmy reported that there would still be a Chief and he would be freed up for the operational duties of being a chief.

Trustee Traudt stated that he is on the board to save tax payers money. Trustee Lewit said it looks like there are 2 jobs here, Fire Inspector and Coordinator/Administrator.

Trustee Rossi asked if the Chief's job has changed that much in the past few years. Eighmy said yes, with the increase in mandates and calls. If administrative duties are taken off the table of the Chief, they can focus more on the operations.

The mayor did discuss that this has never been done. The county thinks this is good and they will use it as a roll out for other municipalities.

Trustee Neuneker stated that he sees a 20 hour job and keeps the Fire Inspector doing those. This would be a full-time job with benefits. Trustee Neuneker wants to table this discussion and have some workshops on it before making a decision.

Trustee Lewit stated that he wants the position to be a village employee position not beholden to the needs of the Fire Department, rather totally separate on the village end.

The mayor asked the Board to think about it and determine if they want to go in this direction.

### **Waste Water-**

Trustee Traudt went through the WWTP (Waste Water Treatment Plant) budget line by line. He explained the changes and reported that they will try to do the new loading dock this year. He also reported that the WWTP is working on a 5-year plan to assist with preparing annual operating budgets.

With the anticipation of a 3% or less salary increase and some small decreases, Trustee Traudt reported that the overall budget for the Waste Water for 2018/19 will remain the same as last year with no increase.

With no further business to discuss, a motion was made by Mayor Bassett, seconded by Trustee Traudt and all were in favor to adjourn. Meeting adjourned at 10:40 pm.

Respectfully Submitted,

Karen P. McLaughlin, Village Treasurer