



# 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”*

---

## **BOARD OF FIRE COMMISSIONERS ORGANIZATIONAL MEETING MINUTES January 3, 2022**

### ATTENDEES:

Comm. Ralph Chiumento, Jr.  
Comm. Peter Valdez  
Comm. Peter Longi  
Comm. Richard Dore  
Comm. Phil Van Itallie

Chief: William Steenbergh  
Assistant Chief: Eric Philipp  
Director of EMS: David Violante  
District Secretary: Renee O’Neill  
Treasurer: James Passikoff – (absent)

Comm. Chiumento opened Organizational Meeting for January 3, 2022 at 6:30 p.m.

A motion was made by Comm. Valdez to have Comm. Ralph Chiumento act as temporary Chairman. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

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

Comm. Van Itallie took his Oath of Office on December 16, 2021 and it has been filed with the Town of Poughkeepsie Town Clerk.

### **II. ELECTION OF CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS**

A motion was made by Comm. Valdez to elect Ralph Chiumento, Chairman of the Board for the balance of 2022. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

Chairman Chiumento took over the meeting.

### III. APPOINTMENT OF VICE CHAIRMAN FOR 2022

Chairman Chiumento appointed Comm. Valdez as Vice Chairman in the event he is absent.

Chairman Chiumento directed District Secretary O'Neill to attach the affidavit of publication sent to the media of the date of the Organizational Meeting to the minutes.

### IV. APPOINTMENT OF DISTRICT SECRETARY

A motion was made by Comm. Van Itallie to appoint Renee O'Neill to be the District Secretary. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

District Secretary O'Neill will take her Oath of Office and it will be filed with the Town of Poughkeepsie Town Clerk.

### V. APPOINTMENT OF DISTRICT ATTORNEY'S

General Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

Labor Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

Brief discussion on the proposal they submitted. The Board will continue to use the 50 hour blocks of time at a reduced rate and renew as necessary throughout the year.

A motion was made by Comm. Dore to appoint that law firm at the hourly rates in the proposal. Seconded by Comm. Van Itallie.

- Motion Carried, 5 – 0

### VI. APPOINTMENT OF DISTRICT TREASURER

A motion was made by Comm. Dore to appoint Jim Passikoff as the Treasurer. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

Treasurer Passikoff will take his Oath of Office and it will be filed with the Town of Poughkeepsie Town Clerk.

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, 2022)*

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, 2021 through March 1, 2022*)

Chairman Chiumento requested to table this until he reviews. District Secretary O'Neill will forward the amount to the Board.

- VII. 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.
6. Medical, dental, vision and life insurance polices.

A motion was made by Comm. Van Itallie to approve the Resolution. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

#### VIII. **APPOINTMENT OF DISTRICT NEWSPAPER**

A motion was made by Comm. Longi to designate the Poughkeepsie Journal as the District's official newspaper. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

#### IX. **APPOINTMENT OF DISTRICT BANKS**

- A. M&T Bank
- B. Bank of America
- C. Key Bank
- D. TD Bank
- E. Chase
- F. Salisbury Bank
- G. Citizens Bank

A motion was made by Comm. Dore to approve. Seconded by Comm. Valdez.

Chairman Chiumento disclosed that he is employed by M & T Bank for another six months.

- Motion Carried, 4 – 0 – 1 (Comm. Chiumento abstained)

X. **SIGNATURES OF CHECKS**

*Set forth two additional signers of checks for the Fire District in addition to Treasurer Passikoff. One signature is required on checks up to \$5,000.00, two signatures over \$5,000.00 for the general checking account. One signature only for the payroll account.*

Chairman Chiumento stated that they will keep it the same, Comm. Dore and Comm. Longi.

XI. **ESTABLISH PETTY CASH FUND – not to exceed \$250.00 as per NY Town Law §176 (4-c).**

A motion was made by Comm. Dore to establish the Petty Cash Fund. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

XII. **DESIGNATION OF BOFC MEETING DATES**

Recommendation: First and third Monday of the month, with the exception of Mondays that fall on a legal holiday which the meeting will be held on the following Monday, at 7:00 p.m. at Headquarters.

Brief discussion.

A motion was made by Comm. Dore to have the Board meetings the first and third Monday of the month, with the exception of Mondays that fall on a legal holiday which the meeting will be held on the following Monday, at 7:00 p.m. at Headquarters. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

The District Secretary notified the Poughkeepsie Journal on January 4, 2022 of the meeting dates as required by the provisions of the Open Meetings Law of the State of New York and will be published on January 6, 2022.

XIII. **MEMBERSHIPS**

District:

- Association of Fire Districts of the State of New York - \$500.00 (Budget line 5412 Dues)
- NFPA LINK - \$475.00 (Budget line 5474 Fire Prevention)

Chiefs:

- International Association of Fire Chiefs – \$240.00 (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)
- Westchester County Career Chiefs – \$200.00 (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 – \$1,350 (\$135 each for 10 members; Budget line 5474 Fire Prevention)
- NYS Building Officials Conference - \$410.00, (\$55 each for two members, plus \$25 monthly meeting fee each. (Budget line 5474 Fire Prevention)

A motion was made by Comm. Dore to approve the memberships in the County and State organizations as denoted on the agenda. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

XIV. **REVIEW, RE-EXAMINE LEASES & CONTRACTS**

Chairman Chiumento stated that there are none that are up, but to send Comm. Van Itallie the ones that he does not have.

XV. **REVIEW AND AFFIRM OF FIRE DISTRICT POLICIES**

A motion was made by Comm. Valdez to review and affirm the Fire District policies. Seconded by Comm. Dore.

Comm. Van Itallie will need to review the ones in place.

- Motion Carried, 4 – 0 – 1 (Comm. Van Itallie abstained)

XVI. **APPOINTMENT OF COMMITTEES FOR 2022**

- 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

Chairman Chiumento will work on.

XVII. **DEPARTMENT ELECTION RESULTS**

Eric Philipp won with three (3) votes and ran unopposed for the position of Assistant Chief in the Department Election held on December 9, 2021. District President and District EMS Captain remain vacant.

A motion was made by Comm. Longi to appoint Eric Philipp as Assistant Chief. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

Assistant Chief Eric Philipp took his Oath of Office after this meeting and it has been filed with the Town of Poughkeepsie Town Clerk.

**XVIII. APPOINTMENT OF ADDITIONAL RECORDS MANAGEMENT OFFICER**

A motion was made by Comm. Dore to appoint Chief Steenbergh as the additional Records Management Officer. Seconded by Comm. Van Itallie.

- Motion Carried, 5 – 0

**XVIX. AUTHORIZATION OF SCHOOL REQUESTS**

Authorize Chief to approve school requests in advance of Board of Fire Commissioners meetings which are located inside or outside of Dutchess County provided that the school request is either contractually required or required to maintain a certification.

Brief discussion. The Board added “or does not exceed \$100.00”

A motion was made by Comm. Dore to approve as amended. Seconded by Comm. Van Itallie.

- Motion Carried, 5 – 0

**XVX. AUTHORIZATION OF USE OF MEETING ROOMS**

Authorize Chief to approve requests for blood drives, civic groups or other governmental agencies to use the meeting room at Red Oaks Mill or Headquarters provided the meeting room is not in use.

A motion was made by Comm. Dore to approve. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

With no other business to conduct, a motion was made by Comm. Dore to adjourn the Organizational meeting. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

The Board immediately went into their regular meeting at 7:00 p.m.

Respectfully submitted,

Renee O’Neill  
District Secretary

**AFFIDAVIT OF PUBLICATION  
FROM**



linda tutt being duly sworn says that he/she is the principal clerk of **THE  
POUGHKEEPSIE JOURNAL**, a newspaper published in the County of Dutchess and the State of New York, and the  
notice of which the annexed is a printed copy, was published in the newspapers editions dated below :

**Zone:**

**Read- Editions Dated:**  
12/13/2021

linda tutt  
Signature

Sworn to before me, this 13 day of December, 2021

Sarah Bertelsen  
Notary Signature State of Wisconsin County of Brown

SARAH BERTELSEN  
Notary Public  
State of Wisconsin

7/27/25  
My commission expires



LEGAL NOTICE

PLEASE TAKE NOTICE, that the Organizational Meeting for the Year 2022 of the Arlington Fire District has been scheduled for the 3rd day of January, 2022 at 6:30 p.m. followed immediately by the first regular meeting of the month on that day at Arlington Fire District Headquarters, 11 Burnett Boulevard, Poughkeepsie, NY, County of Dutchess.

This notification is being given to the news media pursuant to the provisions of Section 94 of the Public Officers Law of the State of New York.

By Order of the Arlington Fire District Board of Fire Commissioners.

DATED: November 29, 2021

Renee O'Neill  
District Secretary

5024207



# 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: 1/3/2022
