



# 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"*

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## **BOARD OF FIRE COMMISSIONERS ORGANIZATIONAL MEETING MINUTES January 6, 2020**

Comm. Adams opened the 2020 Organizational Meeting of the Arlington Board of Fire Commissioners at 6:32 p.m. and nominated Ralph Chiumento to act as temporary Chairman for the purposes of commencing the Organizational meeting. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

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

Comm. Chiumento, Comm. Longi and Comm. Griffing took their Oaths of Office and each has been filed with the Town of Poughkeepsie Town Clerk.

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

A motion was made by Comm. Valdez to elect Ralph Chiumento as Chairman. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

Chairman Chiumento took over the meeting.

### **III. APPOINTMENT OF ACTING CHAIRPERSON FOR 2020**

Discussion regarding when Chairman is absent.

A motion was made by Comm. Adams to nominate Peter Valdez as Vice Chairman in the absence of the Chairman. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

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**

Chairman Chiumento stated that the District Secretary does not live within the District.

A motion was made by Comm. Valdez that we appoint District Secretary Renee O'Neill. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

A motion was made by Comm. Adams that we move that we fix the District Secretary as that being said in the 2020 budget. No second was made.

District Secretary O'Neill took 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

A motion was made by Comm. Adams to move the appointment of General and Labor. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

VI. **APPOINTMENT OF DISTRICT TREASURER**

Chairman Chiumento stated that the Treasurer does not live in the District.

A motion was made by Comm. Valdez to nominate Jim Passikoff. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

Treasurer Passikoff will take his oath of office within thirty days and it will be filed with the Town of Poughkeepsie Town Clerk.

A motion was made by Comm. Adams to move to pay the Treasurer the said amount in the 2020 budget for that position. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

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, 2020)*

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, 2019 through March 1, 2020)*

VII. Resolution for Treasurer to pay claims in advance of audit. (#'s 1 – 4 are as per NY Town Law §176-4a).

Chairman Chiumento read the following:

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 policies.

A motion was made by Comm. Adams to move the motion as stated in the Organizational minutes under item 9 (on the agenda). Seconded by Comm. Longi.

- Motion Carried, 5 – 0

#### VIII. APPOINTMENT OF DISTRICT NEWSPAPER

A motion was made by Comm. Longi to designate the (Poughkeepsie) Journal as the official paper. Seconded by Comm. Valdez.

- 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. Adams to approve the designation of banks or trust companies for the deposit of District funds as numerated by item 11 (on the agenda) within the minutes of the Organizational meeting. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

#### 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.  
Current additional signers are Comm. Adams and Comm. Longi.*

A motion was made by Comm. Griffing to continue to keep Comm. Longi and Comm. Adams as co signers of checks. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

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

A motion was made by Comm. Longi to approve to establish a petty cash fund not to exceed \$250.00 as per NY Town Law §176 (4-c). Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

XII. **DESIGNATION OF MEETING DATE**

A motion was made by Comm. Adams that 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. Longi.

- Motion Carried, 5 – 0

XIII. **MEMBERSHIPS**

District:

- Association of Fire Districts of the State of New York - \$500.00 (Budget line 5412 – Dues)
- NFPA Standards (online) - \$1,305.00 (Budget line 5474 – Fire Prevention)

Chiefs:

- International Association of Fire Chiefs – \$234.00 (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 - \$610.00 (Budget line 5474 Fire Prevention)

Training:

- Fire Department Training Network – Dept. Membership – \$300.00 (Budget line 5472 – District Training)

A motion was made by Comm. Adams to approve the membership in the organizations listed under item 15 (on the agenda) in the Organizational minutes. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

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

Comm. Adams stated that there were none for re approval but may have to discuss the Croft lease at some point.

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

A motion was made by Comm. Adams to approve and affirm the existing Fire District policies for various matters such as sexual harassment, conflicts of interest and so forth. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

XVI. **APPOINTMENT OF COMMITTEES FOR 2020:**

Chairman Chiumento stated that he will be holding off on the Committee appointments until next meeting. Requested the Board to send him an email for any Committee's they would like to be on and will correlate them.

- 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

**XVII. DEPARTMENT ELECTION RESULTS**

Eric Philipp won with 11 votes and ran unopposed for the position of Assistant Chief in the Department Election held on December 5, 2019. District President and District EMS Captain remain vacant. Board to consider appointment of Eric Philipp as Assistant Chief. If approved, Oath of Office must be taken and filed with the Town Clerk within 30 days of appointment.

A motion was made by Comm. Adams to table this until the following Executive Session of the regular meeting to discuss employment history of a particular person. Seconded by Comm. Chiumento with the confirmation that this will be discussed in an Executive Session when we reconvene.

- Motion Carried, 5 – 0

*Treasurer Passikoff arrived at 6:46 p.m.*

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

A motion was made by Comm. Adams to appoint Chief as the alternate Records Management Officer if Renee is out for some reason. Seconded by Comm. Longi.

- 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 and have a registration cost of no more than \$100.

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

- Motion Carried, 5 – 0

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

- Motion Carried, 5 – 0

The Board immediately went into their regular meeting at 6:47 p.m.

Respectfully submitted,

Renee O'Neill  
District Secretary



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## LEGAL NOTICE

PLEASE TAKE NOTICE, that the Organizational Meeting for the Year 2020 of the Arlington Fire District has been scheduled for the 6<sup>th</sup> day of January, 2020 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: December 6, 2019

Renee O'Neill  
District Secretary



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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: December 9, 2019

Renee O'Neill  
District Secretary 3943136

AFFIDAVIT OF PUBLICATION  
FROM



Valerie Vanderleest 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 newspaper on the date (s) below:

Zone:

Run Dates:  
12/13/19

Valerie Vanderleest  
Signature

Sworn to before me, this 13 day of December, 2019

Nancy Heyrman  
Notary Signature State of Wisconsin County of Brown

5.15.23  
My commission expires

NANCY HEYRMAN  
Notary Public  
State of Wisconsin



# BOARD OF FIRE COMMISSIONERS MEETING PUBLIC ATTENDANCE SHEET

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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.

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DATE OF MEETING: 1-6-20
