



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 9, 2023

ATTENDEES:

Comm. Ralph Chiumento, Jr. – (Acting Chairman)
Comm. Peter Longi
Comm. Richard Dore – (absent)
Comm. Phil Van Itallie
Comm. Peter Valdez

Chief: William Steenbergh
Assistant Chief: Eric Philipp
Director of EMS: David Violante
District Secretary: Renee O'Neill
Treasurer: James Passikoff

Comm. Valdez opened the Organizational Meeting for January 9, 2023 at 7:02 p.m.

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

- Motion Carried, 4 – 0

1. NEWLY ELECTED COMMISSIONER TO TAKE OATH OF OFFICE

Comm. Valdez took his Oath of Office on December 28, 2022 and it has been filed with the Town of Poughkeepsie Town Clerk.

2. ELECTION OF CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS

A motion was made by Comm. Chiumento to nominate Comm. Dore for Chairman. Seconded by Comm. Valdez.

Chief Steenbergh reported that Comm. Dore confirmed that he is willing to accept the position.

- Motion Carried, 4 – 0

Comm. Chiumento continued to run the meeting as Acting Chairman in the absence of Chairman Dore.

3. **APPOINTMENT OF VICE CHAIRMAN FOR 2023**

Acting Chairman Chiumento deferred this to Chairman Dore since he would be the appointee of the Vice Chairman. Brief discussion.

4. Acting 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.

5. **APPOINTMENT OF DISTRICT SECRETARY**

A motion was made by Comm. Valdez to appoint District Secretary Renee O'Neill. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

District Secretary O'Neill took her Oath of Office after this meeting, and it will be filed with the Town of Poughkeepsie Town Clerk.

6. **APPOINTMENT OF DISTRICT ATTORNEY'S**

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

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

Brief discussion. 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. Longi to appoint them as our Attorney and purchase the 50-hour block. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0

7. **APPOINTMENT OF DISTRICT TREASURER**

A motion was made by Comm. Van Itallie to appoint Jim Passikoff as the Treasurer. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

Treasurer Passikoff took his Oath of Office after this meeting, 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, 2023)

Brief discussion. The Board recognizes that this is impossible to file by the due date. The Treasurer will get an extension until April 30th and will need to wait for the LOSAP actuarial numbers from PenFlex to submit.

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, 2022 through March 1, 2023)*

Acting Chairman Chiumento asked Treasurer Passikoff to review the Surety Bond and get back to the Board.

8. 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 and 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. Van Itallie to approve. Seconded by Comm. Longi.

Discussion.

- Motion Carried, 4 – 0

9. **APPOINTMENT OF DISTRICT NEWSPAPER**

A motion was made by Comm. Longi to designate the Poughkeepsie Journal as the District's official newspaper which has general circulation in the District. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0

10. **APPOINTMENT OF DISTRICT BANKS**

- A. M&T Bank
- B. Bank of America
- C. Key Bank
- D. TD Bank

- E. Chase Bank
- F. Salisbury Bank
- G. Citizens Bank

A motion was made by Comm. Van Itallie to approve. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

11. **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.

Treasurer Passikoff recommended having a third signer. Acting Chairman Chiumento stated that they will keep it the same which is Comm. Dore and Comm. Longi. Chief Steenbergh will have the Attorney review about having a third signer and get back to the Board. Discussion.

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

A motion was made by Comm. Van Itallie to approve. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

13. **DESIGNATION OF BOFC MEETING DATES**

Determine Board monthly meeting dates, time, and place. All Board of Fire Commissioners meetings are open to the public.

- Recommendation: First and third Monday of the month, with the exception of Monday's that fall on a Federal holiday, the meeting will be held on the following Monday at 7:00 p.m. at Arlington Fire District Headquarters. The location and time of the meeting may be changed by a further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

Discussion.

A motion was made by Comm. Van Itallie to have the Board meetings the first and third Monday of the month, with the exception of Mondays that fall on a Federal holiday, the meeting will be held on the following Monday, at 7:00 p.m. at Headquarters and cancel the March 6th and July 3rd meeting and reschedule the September 4th meeting (Labor Day) to Tuesday, September 5th. Seconded by Comm. Longi.

Acting Chairman Chiumento suggested listing the actual dates in the legal notice.

- Motion Carried, 4 – 0

The District Secretary notified the Poughkeepsie Journal on January 10, 2023 of the meeting dates as required by the provisions of the Open Meetings Law of the State of New York and it will be published on January 12, 2023.

14. **MEMBERSHIPS**

District:

- Association of Fire Districts of the State of New York – \$500.00 (Budget line 5412 Dues)
- Association of Fire Districts of Dutchess County – \$125.00 (Budget line 5412 Dues)
- New York Association of Local Government Records Officers (NYALGRO) – \$50.00 (Budget line 5412 Dues)

Chiefs:

- International Association of Fire Chiefs – \$153.00 (Budget line 5412 Dues)
- New York State Association of Fire Chiefs – \$200.00 (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 \$40 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 – \$260.00 – 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 (Budget line 5474 Fire Prevention)

- NYS Building Officials Conference – \$550.00 (Budget line 5474 Fire Prevention)
- NFPA LINK – \$489.99 (Budget line 5474 Fire Prevention)

A motion was made by Comm. Van Itallie to approve. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

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

Chief Steenbergh stated that the extension for the Rochdale lease has been signed by the Landlord and sent to all parties and Counsel.

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

- A. All Fire Commissioners, Chiefs, Director of EMS, and Business Manager will need to sign the Code of Ethics.

Chief Steenbergh stated that the Attorney is working on the Procurement Policy and FOIL Policy and will provide drafts at a future date.

17. **APPOINTMENT OF COMMITTEES FOR 2023**

- 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

Acting Chairman Chiumento reported that Chairman Dore would like those interested in specific committees to send him an email.

18. **DEPARTMENT ELECTION RESULTS**

At the Department Election held on December 8, 2022, Eric Philipp ran unopposed for the position of Assistant Chief and received four (4) votes. Sean Jackson ran unopposed for the position of District President and received four (4) votes.

District EMS Captain remains vacant.

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

- Motion Carried, 4 – 0

A motion was made by Comm. Longi to appoint Sean Jackson as District President. Seconded by Comm. Valdez.

- Motion Carried, 4 – 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.

District President Sean Jackson took his Oath of Office after this meeting, and it has been filed with the Town of Poughkeepsie Town Clerk.

19. **APPOINTMENT OF ADDITIONAL RECORDS MANAGEMENT OFFICER**
Once appointed and having taken the Oath of Office, the District Secretary automatically becomes Records Management Officer. The Chief should be appointed to act as an additional Records Management Officer in the absence of the District Secretary.

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

- Motion Carried, 4 – 0

20. **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 or does not exceed \$100.00.

A motion was made by Comm. Longi to authorize the Chief. Seconded by Comm. Valdez.

Brief discussion.

- Motion Carried, 4 – 0

21. **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. Van Itallie to approve. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

22. **APPOINTMENT OF MEDICAL DIRECTOR FOR THE DISTRICT**

A motion was made by Comm. Van Itallie to appoint Dr. Gary Neifeld as Medical Director for the District. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

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

- Motion Carried, 4 – 0

The Board adjourned the Organizational meeting and immediately went into their regular meeting at 7:38 p.m.

Respectfully submitted,

Renee O'Neill
District Secretary

AFFIDAVIT OF PUBLICATION
FROM



J. Roberts 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:

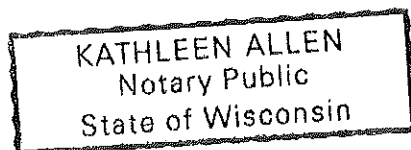
Run Dates:
12/13/2022

J. Roberts
Signature

Sworn to before me, this 29 day of December, 2022

Kathleen Allen
Notary Signature State of Wisconsin County of Brown

1-7-25
My commission expires



LEGAL NOTICE

PLEASE TAKE NOTICE, that the Organizational Meeting for the Year 2023 of the Arlington Fire District has been scheduled for the 9th day of January 2023 at 7:00 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 22, 2022
Renee O'Neill
District Secretary 0005498264



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: 11/9/23
Organizational + regular meeting
