



Arlington Fire District

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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES January 24, 2022

ATTENDEES:

Comm. Ralph Chiumento, Jr. – Chairman
Comm. Peter Valdez – Vice Chairman
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

Chairman Chiumento opened the Arlington Fire District Board of Fire Commissioners’ meeting at 7:00 p.m., took a roll call of the attendees and everyone stood and recited the pledge of allegiance.

Chairman Chiumento offered a moment of silence for the recent passing of past Deputy Chief Jeff Pells, past Assistant Chief William Conklin, NYC Police Officer Jason Rivera and the three firefighters killed in a fire in Baltimore.

- I. **PUBLIC COMMENT PERIOD** – *No action(s) taken by the Board, unless otherwise noted*

- II. **COMMENTS FROM THE BOARD** – *No action(s) taken by the Board, unless otherwise noted*

- III. **ABSTRACT APPROVAL** – Tabled until later in the meeting.

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. January 3, 2022 Board of Fire Commissioners' Organizational Meeting
A motion was made by Comm. Longi to approve those minutes. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

B. January 3, 2022 Board of Fire Commissioners' Meeting
A motion was made by Comm. Longi to approve. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

V. **MONTHLY COMMITTEE REPORTS** – *No reports given unless otherwise noted.*

A. Service Awards – Comm. Valdez & Comm. Longi

1. Received from Glens Falls National Bank:

A. E-mail dated January 7, 2022 regarding “Investment Update”.

Brief discussion.

B. Received January 10, 2022 the December 31, 2021 Investment Report for LOSAP.

C. Received January 19, 2022 the December 2021 “Statement of Value & Activity”.

B. District Inspections – Comm. Longi & Comm. Van Itallie

C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Dore

D. EMS & Paramedic Liaison – Comm. Valdez & Comm. Van Itallie

E. Public Relations – Comm. Chiumento & Comm. Dore

F. Equipment Maintenance – Comm. Valdez & Comm. Van Itallie

G. Buildings and Grounds – Comm. Dore & Comm. Van Itallie

H. Capital Equipment – Comm. Dore & Comm. Longi

I. Union Negotiations & Contract – Comm. Chiumento & Comm. Dore

J. Career Staff Liaison – Comm. Chiumento & Comm. Dore

K. Volunteer Recruitment – Comm. Valdez & Comm. Longi

1. Greg Brevetti, Station 3 – change from in District to Out of District member.

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

Brief discussion.

- Motion Carried, 5 – 0

2. Board consideration of the “Statement of Work” for Volunteer Recruitment Coordinator Lisa Jackson for January 1, 2022 – December 31, 2022.

A motion was made by Comm. Chiumento to approve, with the amendment to delete the section of the agreement that requires her to submit her time quarterly. Seconded by Comm. Valdez.

Discussion.

- Motion Carried, 4 – 1 (Comm. Van Itallie opposed)
 - L. District Safety & Health – Comm. Dore & Comm. Valdez
 - M. Strategic Plan – Comm. Longi & Comm. Valdez
 - N. Finance Committee – Comm. Chiumento & Comm. Van Itallie
 1. Comm. Chiumento reported that last year, the Finance Committee discussed vehicle purchases and decided to move funds from the 2020 Fund Balance.

A motion was made by Comm. Chiumento to move \$400K from the 2020 Fund Balance to the Capital Equipment Reserve Fund. Seconded by Comm. Valdez.

Lengthy discussion.

- Motion Carried, 4 – 1 (Comm. Van Itallie opposed)
 - O. IT Operations Committee – Comm. Van Itallie & Comm. Longi
 - P. Croft Lease – Comm. Valdez & Comm. Longi
 - Q. Rochdale Lease – Comm. Chiumento & Comm. Van Itallie

VI. **ABSTRACT APPROVAL**

A motion was made by Comm. Van Itallie to approve Abstract 22–1B. This consists of \$0 in paid bills with a total of 0 checks and \$693,906.76 in unpaid bills with a total of 50 checks for a grand total of \$693,906.76, totaling 50 checks. Seconded by Comm. Longi.

The twenty-two (22) Medicare reimbursements were removed from the original Abstract for further review.

- Motion Carried, 5 – 0

VII. **CORRESPONDENCE** – *None unless otherwise noted*

- A. Received “*Report to Those Charged with Governance – December 31, 2020*” dated January 6, 2022 from PFK O’Connor Davies.
- B. Received January 11, 2022, the engagement letter from PKF O’Connor Davies for the 2021 Independent Financial Audit. (*Requires the Chairman’s signature*)

VIII. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted*

- A. *Tabled from Organizational Meeting on January 3, 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)*

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

- Motion Carried, 5 – 0

IX. **DONATIONS** – *None unless otherwise noted*

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
Judith Barba	Assistance Received	\$100.00

A motion was made by Comm. Longi to accept it, into the General Fund. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

X. **COMMISSIONERS ITEMS** – *No reports and/or discussions unless otherwise noted*

- A. Approval of the updated policies listed below; changes reflect removal of the job title of "Personnel Administrator" and replaced with "Business Manager":

1. 2022 Expense Reimbursement Policy
2. 2022 Credit Card Policy
3. 2022 Procurement Policy

A motion was made by Comm. Longi to approve those changes. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

**A motion was made by Comm. Longi to authorize the Treasurer to get a credit card for the Business Manager and deactivate the Personnel Administrator's credit card. Seconded by Comm. Valdez.

Brief discussion.

- Motion Carried, 5 – 0

***** The Board of Fire Commissioners amended this motion to reflect the change of wording from "Personnel Administrator" to "Office Manager" at their February 7, 2022 meeting.***

XI. **DISTRICT STAFF ITEMS**

A. Chief William Steenbergh

1. Regarding earlier discussion on two engines: Requesting the Board to consider the purchase of one Rescue Pumper and one Pumper to replace two engines that are 25 and 23 years old in the amount of \$1,664,337.00.

Discussion.

A motion was made by Comm. Valdez to go out for permissive referendum for the purchase of two apparatus and equipment, not to exceed \$1.8 million, to come out of the Capital Equipment Reserve Fund. Seconded by Comm. Dore.

Brief discussion.

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

A motion was made by Comm. Valdez to authorize the Chief to sign contracts for the two apparatus. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

Discussion.

2. Finance Committee needs to schedule a meeting. Will come up with a date after this meeting.

B. Assistant Chief Eric Philipp

1. Recent garage fire had animals perish and some were rescued. Thanked the on duty crew for an excellent job.

C. Director of EMS David Violante

1. Cautiously optimistic that the Omicron variant curve is flattening. Thanked everyone and remain vigilant.

D. Treasurer James Passikoff

1. No report; working on the preliminary year end report and should have it for the next meeting.

XII. **SCHOOL REQUESTS**

The Board of Fire Commissioners authorized the Chief to approve in advance, school requests that are located inside or outside of Dutchess County and is either contractually required or required to maintain a certification or does not exceed \$100.00.

For Commissioners notification purposes only:

- A. Gary Lewis: “NYS Task Force 2: In Service”, January 20, 2022 in Guilderland, NY. (No cost)
- B. Eric Philipp: “Cancer & the Firefighter”, January 25, 2022 at DC Fire Training Center. (No cost)

The following school requests require consideration by the Board of Fire Commissioners:

- A. John Dunderdale: “Fire Instructor 2”, February 21 – March 4, 2022 through Bucks County. (online) (\$500 registration)

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

- Motion Carried, 5 – 0

- B. Joseph Tarquinio: “Fire Instructor 3”, April 4 – 14, 2022 through Bucks County. (online) (\$500 registration)

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

- Motion Carried, 5 – 0

- C. Joseph Tarquinio: “Fire Officer 4”, May 2 – 13, 2022 through Bucks County. (online) (\$500 registration)

A motion was made by Comm. Longi to approve C, Fire Officer. Seconded by Comm. Dore.

- Motion Carried, 5 – 0

- D. Joseph Moore: “Fire Department Instructors Conference”, April 26 – 30, 2022 in Indianapolis, Indiana. (TIME OFF ONLY – 40 hours)

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

Brief discussion.

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

XIII. ITEMS FOR EXECUTIVE SESSION

- A. Chief Steenbergh
 - 1. Ten (10) items for the purpose of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion,

demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

2. One (1) item for proposed acquisition, sale or lease of real property.

With no further open business to discuss, a motion was made by Comm. Dore to adjourn to Executive Session. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

The Board adjourned to Executive Session at 8:49 p.m.

XIV. EXECUTIVE SESSION

The Board came out of Executive Session at 10:52 p.m. and returned to Open Session.

XV. OPEN ITEMS

**As a result of Executive Session, a motion was made by Comm. Longi to raise the pay for the Personnel Administrator at a rate of \$50.00 per hour retro to 01/01/22. Seconded by Comm. Valdez.

Brief discussion.

- Motion Carried, 3 – 1 – 1 (Comm. Van Itallie opposed, Comm. Dore abstained)

***** The Board of Fire Commissioners amended this motion to reflect the change of wording from “Personnel Administrator” to “Office Manager” at their February 7, 2022 meeting.***

**As a result of Executive Session, a motion was made by Comm. Dore to hire for firefighters, Sean Castano, Anthony Dragonetti, Mark Kolor, Sean McGovern, Ryan VanNess and Richard Court, with a start date to be determined by the Chief and seniority based on the order. Seconded by Comm. Valdez.

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

***** The Board of Fire Commissioners amended this motion to reflect the misspelling of “Sean Castano” to “Shawn Castano” at their February 7, 2022 meeting.***

With no further business to conduct, a motion was made by Comm. Valdez to adjourn the meeting. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

No time given when the meeting adjourned.

Respectfully Submitted,

Renee O'Neill
District Secretary



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: 1-24-22
