



Arlington Fire District

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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES March 16, 2020

ATTENDEES:

Comm. Ralph Chiumento, Jr. – Chairman
Comm. Jon Adams
Comm. Bruce Griffing, II
Comm. Peter Valdez – Vice Chairman
Comm. Peter Longi

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 reminded everyone to silence their cell phones. Everyone stood and recited the pledge of allegiance.

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** *

A motion was made by Comm. Griffing to approve Abstract 20–3B. This consists of \$12.18 in paid bills with a total of 1 check and \$112,323.16 in unpaid bills with a total of 42 checks for a grand total of \$112,335.34, totaling 43 checks. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

* NOTE: There was a clerical error found by Comm. Griffing on one of the bills during the review process but it was overlooked when the Board approved the Abstract. The following summary was obtained from the Business Office on March 17th:

“There was a typo for the NYS Academy of Fire Sciences. The Abstract listed the amount of \$265.00, which is incorrect. Correct amount is \$256.00, which the bill correctly lists. This changes the unpaid bills to \$112,314.16 and the total to \$112,326.34 respectively. The total numbers of checks are unchanged.”

District Secretary O’Neill will add this to the next meeting for re-approval of Abstract 20-3B.

Chairman Chiumento reported that our Attorney is present and he is requesting the Board adjourn to Executive Session to meet with her.

A motion was made by Comm. Adams that we go into Executive Session for Attorney/Client discussion. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

The Board came out of their first Executive Session at 7:20 p.m. and returned to Open Session.

There were no items for discussion and/or approval as a result of Executive Session.

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. March 2, 2020 Board of Fire Commissioners’ Meeting

A motion was made by Comm. Adams to approve the minutes from March 2, 2020. Seconded by Comm. Longi.

- Motion Carried, 3 – 0 – 2 (Comm. Chiumento and Comm. Valdez abstained)

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

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

1. E-mail dated February 26, 2020 from Alina Kindron of Glens Falls National Bank to the BOFC regarding recent market volatility.
2. Received March 16, 2020 from Glens Falls National Bank – “Statement of Value and Activity for February 1, 2020 – February 29, 2020”.
3. Received March 16, 2020:
 - A. Red Oaks Mill Fire Company’s 2019 Fire Department Service Certification, 2019 Firefighter Records and 2019 LOSAP Excel spreadsheet.
 - B. Rochdale Fire Company’s 2019 Fire Department Service Certification, 2019 Firefighter Records and 2019 LOSAP Excel spreadsheet.

- C. Engine Co. #1's 2019 Fire Department Service Certification, 2019 Firefighter Records and 2019 LOSAP Excel spreadsheet.

Chief Steenbergh requested that the Board table the approval of Red Oaks Mill's records. They need to resubmit due to a clerical error that was found.

A motion was made by Comm. Chiumento to approve Engine Co. #1 and Rochdale so they can post. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

- B. District Inspections – Comm. Longi & Comm. Adams
- C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Longi
- D. EMS & Paramedic Liaison – Comm. Valdez & Comm. Chiumento
- E. Public Relations – Comm. Adams & Comm. Chiumento
- F. Equipment Maintenance – Comm. Longi & Comm. Griffing
- G. Buildings and Grounds – Comm. Adams & Comm. Longi
- H. Capital Equipment – Comm. Chiumento & Comm. Longi
- I. Union Negotiations & Contract – Comm. Griffing & Comm. Chiumento
- J. Career Staff Liaison – Comm. Griffing & Comm. Chiumento
- K. Volunteer Recruitment – Comm. Valdez & Comm. Griffing
- L. District Safety & Health – Comm. Griffing & Comm. Adams
- M. Strategic Plan – Comm. Adams & Comm. Valdez
- N. Finance Committee – Comm. Chiumento & Comm. Griffing
- O. IT Operations Committee – Comm. Griffing & Comm. Longi
- P. Croft Lease – Comm. Valdez & Comm. Longi
- Q. Rochdale Lease – Comm. Chiumento & Comm. Longi

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

- A. E-mail dated February 28, 2020 from Treasurer Passikoff to the BOFC regarding being approved by the NYS Comptroller for an extension to file the Annual Update Document; due no later than May 1, 2020.

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

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

IX. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*

- A. Comm. Chiumento

A motion was made by Comm. Chiumento to ratify the separation agreement with Joseph Doscher. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

Comm. Chiumento read the attached letter with regards to his employment with M & T Bank and the AFD Code of Ethics.

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. Postponed from last meeting: Training Bureau presentation on school request approval process.

Captain Adam Kangas went through a PowerPoint presentation with the Board of Fire Commissioners and discussed the school process being vetted before it gets to the BOFC for consideration.

The Board thanked the Training Bureau for their hard work and agreed with the proposal presented.

2. Postponed from last meeting: 2019 Volunteer training review

Chief Steenbergh reported that four (4) volunteer members failed to meet requirements and will have Assistant Chief Philipp meet with them to find out their intentions and availability to get them up to date by July 1st due to the changes made to the training program last year. Will report back to the Board after July 1st.

3. Grants were filed for replacement of the (turnout gear) washing machine that is over 20 years old and starting to fail and for replacement of mobile radios in the fleet. Will keep the Board posted.
4. New employees: currently have one (1) firefighter attending the Academy in Montour. Class is still running as of today. Two (2) new employees have given their notice to their past employers and will start AFD March 23rd. Utica has postponed the Academy from April 1st to May 4th due to the Coronavirus outbreak. Will do in house items until they go to the academy.
5. Restricting building access during Coronavirus outbreak – HQ & ROM are locked and we will be able to control people coming in. Rochdale and Croft have agreed to cancel any outside use and will evaluate over time.

B. Assistant Chief – Eric Philipp

1. Thanked those who responded to the Degarmo Road Church fire on March 6th, followed by the additional small fire at Vassar College. Good job.

- C. Director of EMS David Violante
 - 1. Coronavirus Update - will continue to send out operational updates as they come. Been in contact with the Department of Health; Documents have been updated with ESO as part of our reporting; difficult to obtain supplies – working with the County and State.

- D. Treasurer James Passikoff
 - 1. Chairman Chiumento acknowledged receipt of the Treasurer’s December 2019 Final Financial Report for the District.
 - 2. No February financial report – bank statements need to be opened and reviewed.
 - 3. 2019 General Fund Balance is \$1,959,000. Board will have to allocate now or around May.

Chairman Chiumento wants to wait and see how the Coronavirus impacts overtime if people get quarantined. They will see what May looks like and allocate the Fund Balance then or in the near future.

- 4. Recommended using Skype for meetings during the Coronavirus outbreak.

Chief Steenbergh stated that he has not seen that come through as an alternative item from the Governor’s Executive Orders but will look into it. Chairman Chiumento stated that he would like to keep the meetings at a minimum by eliminating non essential people and spreading people out in the room. He will make a decision prior to next meeting on how we will proceed.

Comm. Adams and Treasurer Passikoff had a brief discussion regarding LOSAP payments and mortgage rates. No action taken by the Board.

XI. SCHOOL REQUESTS

The following member(s) have been approved by Chief Steenbergh to attend the following school request(s) in advance of the Board of Fire Commissioners meeting and are located inside or outside of Dutchess County; is either contractually required or required to maintain certification; and have a registration cost of no more than \$100. For Commissioners notification purposes only:

- A. Gary Lewis: “Fire Officer II”, March 30 – April 3, 2020 at AFD. (not required to maintain certification, not a CME, no costs, not requesting use of District vehicle, 10 hours District time, 36 hours own time)
- B. Todd Belsky: “Advanced Life Support”, April 17, 2020 at AFD Station 3. (required to maintain certification, is a CME, no costs, no requesting use of District vehicle, 9 hours District time)

- C. “Juvenile Fire-Setter Intervention Specialist Course I”, March 19 – 20, 2020 at DC 911 Center.
1. George Finn – (not required to maintain certification, not a CME, no costs, requesting use of District vehicle, 18 hours District time, 20 hours own time)
 2. Joe Moore – (not required to maintain certification, not a CME, no costs, requesting use of District vehicle, 20 hours own time)

Chief Steenbergh reported that all of the above classes have been canceled and will be rescheduled due to the Coronavirus outbreak.

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

There were no school requests submitted for consideration by the BOFC.

XII. ITEMS FOR EXECUTIVE SESSION

- A. Chief Steenbergh
1. Six (6) items related to the employment history of individuals
 2. One (1) matter leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a person.

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

- Motion Carried, 5 – 0

The Board adjourned to Executive Session at 8:03 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:26 p.m. and returned to Open Session.

XIV. OPEN ITEMS

As a result of Executive Session, a motion was made by Comm. Adams that the District create a civil service position of Personnel Assistant and the Chief be authorized to initiate the process of filling that position. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

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

- 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: 3-16-2020
