



Arlington Fire District

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For Emergencies
DIAL 911

"Safeguarding Our Community"

BOARD OF FIRE COMMISSIONERS MEETING MINUTES July 17, 2023

ATTENDEES:

Comm. Richard Dore – Chairman
Comm. Peter Longi
Comm. Ralph Chiumento, Jr. – Vice Chairman
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 – (absent)

Chairman Dore 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.

1. **PUBLIC COMMENT PERIOD** – *No action(s) taken by the Board, unless otherwise noted*
2. **COMMENTS FROM THE BOARD** – *No action(s) taken by the Board, unless otherwise noted*
3. **ABSTRACT APPROVAL**
Comm. Chiumento made a motion to approve Abstract 23-7A. This consists of \$21,526.44 in paid bills with a total of 4 checks and \$392,043.33 in unpaid bills with a total of 36 checks for a grand total of \$413,569.77, totaling 40 checks. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

4. **APPROVAL OF PREVIOUS MEETING MINUTES**
- A. June 26, 2023 Board of Fire Commissioners' Meeting
Comm. Longi made a motion to approve. Seconded by Comm. Chiumento.
- Motion Carried, 5 – 0
5. **MONTHLY COMMITTEE REPORTS** – *No reports given unless otherwise noted.*
- A. Service Awards – Comm. Valdez & Comm. Longi
1. Received e-mail dated July 7, 2023 from Glens Falls National Bank regarding “Investment Update”.
- 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
1. Chief Steenbergh provided an update on the Ladder trucks.
- A. 32-46 has a leak in the hydraulic hose up to the bucket. A repair kit is on order to temporarily fix the issue, but the hydraulic cable will need to be replaced in future.
- B. 32-45 has an electronic control module issue; no timeline yet.
- Discussion. No action taken by the Board.
- G. Buildings and Grounds – Comm. Dore & Comm. Van Itallie
1. Chief Steenbergh provided an update regarding the HQ sewer project. Engineer was at HQ today with a radio transmitter to map out the route of the pipe. The route is not what Chief expected as it goes through more office space rather than hallway. Will know further information once Engineer makes a determination after review of his findings. Engineer is aware of timelines and the need to maintain 24/7 services to the building when making remediation plan.
- 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
- L. District Safety & Health – Comm. Dore & Comm. Valdez
- M. Strategic Plan – Comm. Longi & Comm. Valdez
- N. Finance Committee – Comm. Chiumento & Comm. Van Itallie
- O. IT Operations Committee – Comm. Van Itallie & Comm. Longi
- P. Croft Lease – Comm. Valdez & Comm. Longi
- Q. Rochdale Lease – Comm. Chiumento & Comm. Van Itallie

6. **CORRESPONDENCE** – *None unless otherwise noted*
 - A. Received “Fire District Affairs” – June/July 2023.
7. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted*
8. **DONATIONS** – *None unless otherwise noted*
9. **COMMISSIONERS ITEMS** – *No reports and/or discussions unless otherwise noted*
 - A. Revised “Election Policy” for consideration. The Chief informed the Board that the Attorney added language to address illegible handwriting on write in ballots. The Election Chairman will have the authority to make the final determination.

Brief discussion.

Comm. Chiumento made a motion to approve the revised Election Policy. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

B. SEQRA review of sewer repairs at Headquarters.

Chairman Dore read the following Resolution:

RESOLUTION

WHEREAS, the Board of Fire Commissioners (“Board”) of the Arlington Fire District (“District”) is proposing to undertake a capital improvement project, consisting of repairs and renovations to the sanitary sewer system at its Headquarters Firehouse (Engine Co. # 1), together with furnishings, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith (“Proposed Action”); and

WHEREAS, said improvements are subject to classification under the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, the Proposed Action constitutes a replacement, rehabilitation and/or reconstruction of existing structures and/or facilities that qualifies as a Type II action set forth in 6 NYCRR Part 617.5; and

WHEREAS, the Board has considered the information and documentation which describes the design and intent of the Proposed Action.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of the Arlington Fire District, based upon the record before it, including the general, specific, and detailed knowledge of the Board of the Proposed Action and under the applicable standards of SEQRA and 6 NYCRR Part 617.5, hereby determines that:

- a. The Proposed Action is classified as a Type II Action; and
- b. In accordance with Article 8 of the New York State Environmental Conservation Law, the Board is not obligated to conduct any further environmental review of the Proposed Action.

Comm. Chiumento made a motion to approve. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

10. **DISTRICT STAFF ITEMS**

A. Chief William Steenberg

1. Upcoming retirement payments – not to exceed \$140K from the Employee Accrued Benefit Liability Fund.

Comm. Van Itallie made a motion to approve to make payments from the Employee Accrued Benefit Liability Fund for two upcoming retirement payments in the amount not to exceed \$140K. Seconded by Comm. Chiumento.

- Motion Carried, 5 – 0

2. Procurement Policy – Attorney made updates to the policy and changed the language from verbal quotes to written quotes. Part of the Corrective Action Plan from the NYS Comptroller’s audit.

Discussion.

Comm. Van Itallie made a motion to approve the Procurement Policy. Seconded by Comm. Chiumento.

Brief discussion.

- Motion Carried, 5 – 0

3. RE: Additional check signer. Attorney has not received clear guidance from NYS Comptroller. Requesting authorization for one additional signer or if the Board wants to drop the subject all together. Does not recommend Comm. Chiumento since he opens the bank statements. Comm. Longi and Comm. Dore are already signers.

Comm. Chiumento made a motion to have Comm. Van Itallie added as a signer to our accounts. Seconded by Comm. Longi.

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

4. The Finance Committee is working on dates to meet and will confirm dates with the Treasurer when he is available.
- B. Assistant Chief Eric Philipp
 1. Special Operations Team and Swift Water Teams were deployed multiple times in two days; beneficial to have for our community and surrounding area.
- C. Director of EMS David Violante
 1. Congratulated FF Mike Conroy on achieving status as a Paramedic.
- D. Treasurer James Passikoff – (absent)
 1. Chairman Dore acknowledged receipt of the Treasurer’s Financial Report for the District.

11. **SCHOOL REQUESTS**

There were no school requests submitted for notification purposes only.

The following school request requires consideration by the Board of Fire Commissioners:

- A. Ryan Fincham: “Swift Water”, July 18, 2023 at NYS Preparedness Training Center. (No cost)

Comm. Chiumento made a motion to approve. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

12. **ITEMS FOR EXECUTIVE SESSION**

- A. Chief Steenbergh – Five (5) 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.
- B. Director of EMS David Violante – One (1) item for the proposed acquisition, sale, or lease of real property.

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

- Motion Carried, 5 – 0

The Board adjourned to Executive Session at 7:39 p.m.

13. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:33 p.m. and returned to Open Session.

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

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

- Motion Carried, 5 – 0

Meeting adjourned at 8:34 p.m.

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: 7/17/23

Greg Henson	