



# Arlington Fire District

11 Burnett Boulevard  
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**For Emergencies**  
***DIAL 911***

*“Safeguarding Our Community”*

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## BOARD OF FIRE COMMISSIONERS MEETING MINUTES July 20, 2020

### ATTENDEES:

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

Chief: William Steenbergh  
Assistant Chief: Eric Philipp – (absent)  
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. Valdez to approve Abstract 20–7B. This consists of \$1,200.00 in paid bills with a total of 1 check and \$271,103.41 in unpaid bills with a total of 27 checks for a grand total of \$272,303.41, totaling 28 checks. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. July 6, 2020 Board of Fire Commissioners' Meeting

A motion was made by Comm. Adams to approve the July 6, 2020 Board of Fire Commissioners' meeting minutes. Seconded by Comm. Griffing.

- Motion Carried, 3 – 0 – 1 (Comm. Chiumento abstained)

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

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

1. E-mail dated July 3, 2020 from Glens Falls National Bank regarding “Weekly Investment Update”.
2. E-mail dated July 10, 2020 from Glens Falls National Bank regarding “Weekly Investment Update”.
3. Received from Glens Falls National Bank – June 2020 “Statement of Value and Activity”.
4. Received Croft Corners Fire Company’s 2019 Fire Department Service Certification, 2019 Firefighter Records and 2019 LOSAP Excel spreadsheet.

District Secretary O’Neill informed the Board that item number 4 needs to be approved so they can post for the required thirty (30) days.

A motion was made by Comm. Griffing to approve the 2019 LOSAP records from Croft Corners Fire Company. Seconded by Comm. Valdez.

- Motion Carried, 4 – 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

1. Comm. Chiumento reported that the Finance Committee will be polling for dates and times to meet to start discussing the 2021 budget.

- 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 July 6, 2020 from Jim Beretta to the Board of Fire Commissioners regarding the status of the 2019 AUD.
- B. Card received from Steve & Robin Licker regarding the birthday parade for their father’s 100<sup>th</sup> birthday.

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

- A. E-mail from Joe Dusavage of the Boy Scouts requesting use of the Red Oaks Mill meeting room or outside for their monthly meetings on Sunday’s from 4pm – 5pm and 7 pm – 8pm on the following dates:
  - August 2
  - September 13
  - October 4
  - November 1
  - December 6
  - January 3
  - February 7
  - March 7
  - April 11
  - May 2
  - June 6

A motion was made by Comm. Griffing to approve use of Red Oaks meeting room or outside for the Boy Scouts on Sunday’s from 4pm – 5pm and 7pm – 8pm on the following dates indicated, pending no change in COVID. Seconded by Comm. Valdez.

Brief discussion.

- Motion Carried, 4 – 0

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

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
David & Christine Hillerud	Parade Drive by	\$50.00

A motion was made by Comm. Adams to accept the \$50.00 and put in the General Fund. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

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

A. Comm. Chiumento

1. LOSAP & COVID: Chief Steenbergh working with the actuary.

Chief Steenbergh reported that he anticipates the cost figures and draft documents ready for the next meeting.

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. RE: LOSAP records – the Service Award Administrators were not allowed in the firehouses during the COVID restrictions. Restrictions have been lifted and informed the volunteer fire company SAA's that they will need to catch up with records by September 1<sup>st</sup>.
2. Spoke with the new Chief at Fairview about the status of their review of the SWAT Team MOA. He anticipates no later than August and then it will go to the Town to finalize.
3. Had a workshop with FEMA & Homeland Security regarding COVID expenses, what we can voucher for and what's not included in the disaster declaration. The Government anticipates us getting a good chunk of the reimbursement (75% of OT and 75% expenditures) by the end of the year.
4. Two (2) probationary firefighters will begin the Fire Academy August 3<sup>rd</sup> in Utica. Graduation will be October 30<sup>th</sup>.
5. Computer upgrades – County switched us to all new servers on their end, no additional cost to our agreement; intertwined with Microsoft 365 software update; upgrading hardware in all four stations; junk email should improve as well as speed.
6. House cleaning & freeing up space, found eleven (11) nozzles. Requesting the Board to declare them surplus and he will try to sell some.

A motion was made by Comm. Adams to declare the eleven (11) nozzles found during the house cleaning process surplus and authorize the Chief to dispose of them as he sees fit. Seconded by Comm. Griffing.

- Motion Carried, 4 – 0

7. Capital Project – Firefighter safety items; not to exceed \$130K either from a permissive referendum or unexpended fund balance.
  - A. Washing machine at HQ
  - B. Turnout hood exchange program
  - C. Replacement of bailout systems
  - D. Ten (10) sets of turnout gear

E. Replacement of batteries in thermal imaging cameras

A motion was made by Comm. Valdez to go out for a permissive referendum for \$130K from the Capital Equipment Fund for the equipment the Chief referenced. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

B. Assistant Chief – Eric Philipp – (absent)

C. Director of EMS David Violante

1. COVID – Still getting PPE; talking with Vassar College for when students return so we will all be on the same page.

D. Treasurer James Passikoff

1. Chairman Chiumento acknowledged receipt of the Treasurer’s June 30, 2020 Financial Report for the District.

Treasurer Passikoff reported that he is concerned with the salaries. 48% spent.  
Discussion.

Chairman Chiumento asked about the status of the 2019 AUD. Treasurer Passikoff stated that he sent it to the District a month ago. Chief Steenbergh & District Secretary O’Neill reported that they did not receive it. Treasurer Passikoff has it and will send it again or Chief Steenbergh will pick up.

XI. **SCHOOL REQUESTS**

No school requests were submitted for notification purposes or for Board consideration.

XII. **ITEMS FOR EXECUTIVE SESSION**

A. Chief Steenbergh

1. One (1) – matter which will imperil the public safety, if disclosed.

B. Comm. Chiumento

1. One (1) – employment history of a particular person.

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

- Motion Carried, 4 - 0

The Board adjourned to Executive Session at 7:28 p.m.

XIII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 7:41 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, a motion was made by Comm. Griffing to adjourn the meeting. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

No time given when the meeting adjourned.

Respectfully Submitted,

Renee O’Neill  
District Secretary

