



Arlington Fire District

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For Emergencies
DIAL 911

"Safeguarding Our Community"

BOARD OF FIRE COMMISSIONERS MEETING MINUTES September 14, 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 – (absent)

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. Adams to approve Abstract 20-9A. This consists of \$11,101.00 in paid bills with a total of 10 checks and \$153,035.75 in unpaid bills with a total of 36 checks for a grand total of \$164,136.75, totaling 46 checks. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. August 17, 2020 Board of Fire Commissioners' Meeting

A motion was made by Comm. Longi to accept the minutes. Seconded by Comm. Griffing.

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

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

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

1. E-mail dated August 14, 2020 from Glens Falls National Bank regarding “*Weekly Investment Update*”.
2. Received Rochdale Fire Company & Croft Corners Fire Company’s 2019 LOSAP Posting Certification. (*BOFC to approve*)

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

- Motion Carried, 5 – 0

3. Authorize the Chairman to sign the “*2019 Sponsor Authorization Form*”, in order for District Secretary O’Neill to send the 2019 LOSAP records to PenFlex.

A motion was made by Comm. Adams to authorize the Chairman to sign the “*2019 Sponsor Authorization Form*”. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

4. E-mail dated August 28, 2020 from Glens Falls National Bank regarding “*Weekly Investment Update*”.
5. E-mail received September 9, 2020 from PenFlex regarding “*Governor extends Executive Order 202*”.
6. E-mail dated September 9, 2020 from Glens Falls National Bank regarding performance numbers for the AFD LOSAP with asset allocations and holdings.

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. Chairman Chiumento reported that budget preparations are taking place. Numbers are still coming in. Recommends to the Board to reschedule the September 21st meeting to September 28th so we don't have to schedule a third meeting in a row and will have final numbers by then. Tough budget with cuts from last year, trying to make it manageable.

A motion was made by Comm. Longi to change the meeting date from September 21st to September 28th. Seconded by Comm. Griffing.

(Same time at 7:00 p.m.)

- Motion Carried, 5 – 0

- 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. Received “Fire District Affairs: August – September 2020”.
Chairman Chiumento mentioned the Resolution in it for COVID and LOSAP.

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

Board briefly discussed Item A and B 2. Chief Steenbergh will take care of working out the dates with the two companies; Board does not need to approve B1, it's a Fire District function, will be handled administratively.

- A. E-mail dated September 9, 2020 from the Boy Scouts requesting use of the meeting room at ROM on Wednesday's from 7:00 p.m. to 9:00 p.m. either weekly or every other week through November 11th due to Kinry Road Elementary School being closed.

A motion was made by Comm. Longi to approve the use for the Boy Scouts for the dates mentioned. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

- B. E-mail dated September 10, 2020 from Croft Corners Fire Company President Sean Jackson requesting the use of ROM for the following dates and times during construction of CCFC:
1. Monthly Company Meeting starting in November from 1800 - 2100 hrs. on the first Tuesday of the month.
 2. Their chartered Boy Scout Troop to use the ROM meeting room on Wednesday and Thursday nights from 1800 - 2100 hrs. starting with their October 7th meeting.

A motion was made by Comm. Chiumento to approve dates that are agreeable and free. Seconded by Comm. Griffing.

Chairman Chiumento wants the dates provided on a future agenda for notification purposes.

- Motion Carried, 5 – 0

- C. Resolution for adoption – New records and retention schedule went into effect August 1, 2020; the new schedule will be effective for its use upon adoption by the BOFC.

Retention and Disposition Schedule for New York Local Government Records - LGS-1

RESOLVED, by the Board of Fire Commissioners of the Arlington Fire District that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

A motion was made by Comm. Adams to approve the Resolution as stated on the agenda. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

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

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
Ruth Deyo	Thank you	\$50.00

A motion was made by Comm. Longi to accept and deposit in the General Fund. Seconded by Comm. Griffing.

- Motion Carried, 5 – 0

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

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. Need to start preparing for the Commissioner Election on 12/08/20. Board to determine hours for voting and compensation for the Election Inspectors so District Secretary O’Neill can canvass for Election Inspectors. Been in touch with DC Board of Elections regarding the election and COVID; will need additional personnel to sanitize. Minimum hours are 6:00 p.m. to 9:00 p.m.; last several years have done 4:00 p.m. to 9:00 p.m. Anything over 6:00 p.m. to 9:00 p.m. is a maximum of \$50.00.

Discussion.

A motion was made by Comm. Valdez to have the Election hours be from 5:00 p.m. to 9:00 p.m.; compensation for the Electors is \$50.00; canvass electors; have additional personnel for sanitation purposes for the COVID to wipe down the pens, make sure there is someone stationed for masks, to make sure that there is social distancing, to make sure things are sanitized. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

2. Ed Holohan from PenFlex was scheduled to come to the next meeting, but requested to come in October so he can analyze the 2019 LOSAP records. Conversation will be about impact on the COVID resolution and implications of it and the actuarial formula’s for calculating the Trust Fund and contribution amounts.

Board agreed to have him come to the October 5th meeting.

B. Assistant Chief – Eric Philipp – No report.

C. Director of EMS David Violante

1. Been sending out emails about COVID – any questions, please reach out.
2. Vassar College going well with the reopening.

Brief discussion about buildings at Vassar College - for students being quarantined, asbestos abatement, use of building for training purposes.

D. Treasurer James Passikoff – (absent)

1. Chairman Chiumento acknowledged receipt of the Treasurer’s July Financial Report for the District.

XI. **SCHOOL REQUESTS**

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

XII. **ITEMS FOR EXECUTIVE SESSION**

A. Chief Steenbergh

1. Two (2) items related to potential employment of individuals.
2. Three (3) items related to contract negotiations.

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 7:33 p.m.

XIII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:03 p.m. and returned to Open Session.

XIV. **OPEN ITEMS**

A motion was made by Comm. Chiumento to approve the Memorandum of Agreement with the Arlington Professional Firefighters Association Local 2393 that we have in front of us. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

A motion was made by Comm. Adams that the District hire William Morrissey and Christopher Diaz in the status of resignation/reinstatement firefighters at the direction of the Chief. Seconded by Comm. Valdez.

Comm. Chiumento asked if there would be any issue about who would be first since one has previous service with us. Chief Steenbergh reported that they can do it any way they want, but that is more logical and the start date will be determined by the Chief pending Civil Service.

- Motion Carried, 5 – 0

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

- 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: 9-14-2020

JOHN RICHARSON	