



Arlington Fire District

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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES January 8, 2024

ATTENDEES:

Comm. Richard Dore – Chairman
Comm. Ralph Chiumento, Jr. – Vice Chairman
Comm. Phil Van Itallie
Comm. Peter Valdez
Comm. Sean Jackson

Chief: William Steenbergh
Assistant Chief: Eric Philipp
Director of EMS: David Violante
District Secretary: Renee O’Neill
Treasurer: James Passikoff

Chairman Dore opened the Arlington Fire District Board of Fire Commissioners’ meeting at 7:30 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. Van Itallie made a motion to approve Abstract 24–1A. This consists of \$0 in paid bills with a total of 0 checks and \$113,276.76 in unpaid bills with a total of 39 checks for a grand total of \$113,276.76, totaling 39 checks. Seconded by Comm. Chiumento.

- Motion Carried, 5 – 0 – 0

Treasurer Passikoff reported that there was no second signature on the vouchers. Comm. Valdez needs to review the Abstract and recommends reapproving at the end of the meeting.

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

- A. December 18, 2023 Board of Fire Commissioners' Meeting
Comm. Van Itallie made a motion to approve the minutes as distributed.
Seconded by Comm. Chiumento.
- Motion Carried, 4 – 0 – 1 (Comm. Jackson abstained)
- B. January 2, 2024 Board of Fire Commissioners' Emergency Meeting
Comm. Chiumento made a motion to approve. Seconded by Comm. Jackson.
- Motion Carried, 3 – 0 – 2 (Comm. Valdez and Comm. Van Itallie abstained)

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

- A. Service Awards –
1. Received December 15, 2023 from Glens Falls National Bank
 - A. “Investment Presentation”
 - B. “Investment Update”
 2. Chief Steenbergh reported that we received communication for Glens Falls National Bank to pay FireFly in two installments instead of one (for the administrative fees).

Comm. Chiumento made a motion to allow Glens Falls National Bank to pay FireFly in two installments rather than one. Seconded by Comm. Van Itallie.

- Motion Carried, 5 – 0 – 0

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

6. **CORRESPONDENCE** – *None unless otherwise noted.*
 - A. Received “Fire District Affairs”: December 2023 – January 2024.
 - B. Received Red Oaks Mill Fire Company’s 2024 Officers.
 - C. Received Rochdale Fire Company’s 2024 Officers.

7. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted.*
 - A. E-mail dated January 3, 2024 from Jim Beretta to the Board of Fire Commissioners regarding a FOIL appeal for correspondence from Seagrave since August 1, 2023.

Chief Steenbergh reported that there is no action to be taken by the Board at this time because we are waiting for a response from Counsel. Any FOIL appeal gets forwarded to the Attorney for review. Chairman Dore directed District Secretary O’Neill to e-mail Mr. Beretta to let him know that we are waiting for a response from Counsel.

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

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
C.T. Male Associates	Donation	\$100.00

Comm. Chiumento made a motion to accept the donation and put it in the General Fund. Seconded by Comm. Jackson.

- Motion Carried, 5 – 0 – 0

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

10. **DISTRICT STAFF ITEMS**

- A. Chief William Steenbergh
 1. With Comm. Jackson joining the Board of Fire Commissioners and his desire to maintain his position as President at Croft Corners Fire Company, the Attorney provided recommendations regarding the conflicts and appearance of impropriety.
 - A. Read statement into record (he did at the Organizational Meeting).
 - B. Abstain from any votes pertaining to family members or modifications to the lease or any other contractual arrangements between the Fire District and Croft Corners Fire Company.
 - C. Abstracts – process and vote separately on items that present a conflict of interest to Comm. Jackson. i.e. rent or lease bill for Croft.

D. No prohibition as a check signer unless it's related to conflicts – CCFC or family. Should recuse himself from checks that will conflict such as a family member or to the Croft Corners Fire Company and don't sign vouchers that present a conflict. Recommends Comm. Jackson review the second abstract of the month because that's when there typically wouldn't be a Croft voucher.

2. Recommends the Board renew the Volunteer Recruitment Coordinator Statement of Work for 2024. Same terms as 2023.

Comm. Chiumento made a motion to renew. Seconded by Comm. Van Itallie.

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

3. Interviews

A. Promotional interviews for Lieutenant, need to establish a date.

B. Firefighter – 45 canvass letters went out. Upon review, we are down to 15 who are EMT's (which is a condition of employment) from the County list. No additional names on residential preference list. Recommends staying with the County list. Once you use the residential list, we are locked in until it's exhausted.

Chairman Dore stated he will discuss with the Board members and look at dates.

4. Attorney hours – recommends purchasing a fifty (50) hour block of time based on the contract they sent.

Comm. Van Itallie made a motion to approve a block of fifty (50) hours. Seconded by Comm. Chiumento.

- Motion Carried, 5 – 0 – 0

B. Assistant Chief Eric Philipp

1. Welcomed Comm. Jackson to the Board and looks forward to 2024.

C. Director of EMS David Violante

1. No report.

2. Welcomed Comm. Jackson to the Board and glad the Board is going to work on the EMS issues this year.

D. Treasurer James Passikoff

1. Chairman Dore acknowledged receipt of the Treasurer's Preliminary December 31, 2023 Financial Report for the District.
2. Abstract approval – was reviewed by Comm. Valdez.

Comm. Van Itallie made a motion to approve Abstract 24–1A for \$113,276.76 with a total of 39 checks. Seconded by Comm. Valdez.

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

11. **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.

- A. Luke Lyons: “Home Made Explosives”, January 17, 2024 in Valhalla, NY. (No cost)
- B. Todd Belsky: “DCJS Basic Investigative Photography School”, January 22 – 26, 2024 in Kingston, NY. (No cost)
- C. Edward D’Anna: “Rope Rescue Technician”, July 30 – August 2, 2024 in Oriskany, NY. (No cost, covered by grant)
- D. Eric Henschel: “NYS IAAI Training Seminar: Lithium Battery”, January 23, 2024 in Hicksville, NY. (No cost)

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

- A. William Steenbergh: “Fire Investigation Training Seminar”, January 23, 2024 at Hicksville Fire Department. (\$30 registration, \$200 travel)

Comm. Chimento made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried, 5 – 0 – 0

- B. Eric Kelly: “Medium Level Structural Collapse Concepts”, January 4 – 16, 2024 at Dutchess County Fire Training Center. (requesting time off only – 10 hours)

Comm. Chimento made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried, 5 – 0 – 0

- C. Ryan Fincham: “Fire Investigator”, January 22 – February 16, 2024 at the NYS Fire Academy. (\$25 registration)

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

Discussion.

- Motion Carried, 5 – 0 – 0

12. **ITEMS FOR EXECUTIVE SESSION**

- A. Chief Steenbergh – Three (3) 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. Comm. Dore – One (1) item 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.

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

- Motion Carried, 5 – 0 – 0

The Board adjourned to Executive Session at 8:06 p.m.

13. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:58 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. Jackson.

- Motion Carried, 5 – 0 – 0

Meeting adjourned at 8:58 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: 11/8/24
