



Arlington Fire District

11 Burnett Boulevard
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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES July 1, 2019

ATTENDEES:

Comm. Blake Williams – Chairman
Comm. José Seco
Comm. Jon Adams
Comm. Peter Valdez
Comm. Peter Longi

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

Chairman Williams 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**

Abstract 19–7A was reviewed by Comm. Adams and Comm. Valdez.

A motion was made by Comm. Adams to approve Abstract 19–7A. This consists of \$270,144.77 in paid bills with a total of 11 checks and \$31,728.04 in unpaid bills with a total of 27 checks for a grand total of \$301,872.81, totaling 38 checks. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. June 17, 2019 Board of Fire Commissioners' Meeting

A motion was made by Comm. Seco to approve the June 17, 2019 Board of Fire Commissioners' meeting minutes. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

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

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

1. Discussion on Glens Falls National Bank Investment Services; i.e. level of access, assigned Commissioners to account, etc.

A motion was made by Comm. Williams that Comm. Seco will be the contact person assigned to the Glens Falls Bank Investment Services. Seconded by Comm. Longi.

- Motion Carried, 5 – 0

B. District Inspections – Comm. Williams & Comm. Adams

C. District Officers / Chief Liaison – Comm. Williams & Comm. Adams

D. EMS & Paramedic Liaison – Comm. Williams & Comm. Valdez

E. Public Relations – Comm. Williams & Comm. Adams

F. Equipment Maintenance – Comm. Williams & Comm. Seco

G. Buildings and Grounds – Comm. Valdez & Comm. Seco

H. Capital Equipment – Comm. Williams & Comm. Seco

I. Union Negotiations & Contract – Comm. Seco & Comm. Valdez

J. Career Staff Liaison – Comm. Adams & Comm. Williams

K. Volunteer Recruitment – Comm. Williams & Comm. Seco

L. Volunteer Liaison – Comm. Williams & Comm. Seco

M. District Safety & Health – Comm. Adams & Comm. Seco

N. Strategic Plan – Comm. Williams & Comm. Adams

O. Finance Committee – Comm. Valdez & Comm. Seco

1. Comm. Seco reported that a finance meeting was held to set up objectives for the next budget and also set up an austerity budget going forward.

P. IT Operations Committee – Comm. Williams & Comm. Adams

Q. Croft Lease – Comm. Adams & Comm. Valdez

R. Rochdale Lease – Comm. Adams & Comm. Valdez

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

A. E-mail dated June 18, 2019 from Jim Beretta to the Board of Fire Commissioners regarding the LOSAP Investments RFP criteria and Glens Falls National Bank.

B. E-mail dated June 21, 2019 from Jim Beretta to the Board of Fire Commissioners regarding public comments made at the last BOFC meeting.

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

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

<u>NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
The Nolan's	In Memory of Marie Swenson	\$30.00
The Connolly's	In Memory of Marie Swenson	\$25.00
Janet Roe	In Memory of Marie Swenson	\$50.00

TOTAL: \$105.00

A motion was made by Comm. Williams that we put that in the General Fund. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

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

- A. Memorandum of Understanding between the Town of Poughkeepsie, Arlington Fire District, Fairview Fire District and New Hamburg Fire District to participate with the Town of Poughkeepsie Police Special Weapons and Tactics Team (“SWAT Team”).

Lengthy discussion. No action taken; will be placed on the next meeting agenda.

X. **DISTRICT STAFF ITEMS**

- A. Chief – William Steenbergh
1. Follow-up from previous discussion on Microsoft Office 360. As of today, there are 131 users, down from 144, which provides a \$750 savings from original proposal. Will lose support with current platform in January 2020. Annual fee based on number of email addresses. Cloud has ability to increase or decrease the number of users and saves on hardware costs. Microsoft 2019 is a set version. Projected to cost \$10,160 for 131 users.

A motion was made by Comm. Williams to approve as stated. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

2. Parking Lots – bids are out, pre conference held; July 8th will be bid opening. Requested Engineer Jolanda Jansen to attend the next BOFC meeting to review the proposals with the Board.
Comm. Seco requested a meeting with the building and grounds committee and Jolanda prior to the next Board meeting. Comm. Seco & Comm. Valdez will provide availability dates to Chief Steenbergh.

- B. Assistant Chief – Eric Philipp
 - 1. Thanked the volunteers for manning the rigs during the recent storms.
- C. Director of EMS David Violante – No report
- D. Treasurer James Passikoff
 - 1. Submitted the May 31, 2019 monthly Financial Report for the District. Reminded the Board that reports can't be done until the bank statements are opened and reviewed by a Board member.
 - 2. LOSAP resolution is needed to open account with Glens Falls Bank.
Board will discuss in Executive Session to review Attorney Mayle's comments.
 - 3. Requesting a resolution to open an "ACH" (Automated Clearing House) account with M&T Bank for the direct deposits.

A motion was made by Comm. Williams to set up an ACH account with M&T. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

XI. **SCHOOL REQUESTS**

The following member(s) have been approved by Chief Steenbergh to attend the course(s) listed below. The training requested is either located in county or is a course to maintain certification and therefore is for Commissioners notification purposes only:

- A. Lou Cassinelli: "UL Modern Fire Behavior", October 28, 2019 at Millbrook High School. (not required to maintain certification, not a CME, no costs, not requesting use of District vehicle, 4 hours own time)

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

- *A. George Finn: "NFPA 13 (Sprinkler Systems) & 25 (Inspection/Testing/Maintenance Water Based System)", December 15 – 19, 2019 in Orlando, FL. (not required to maintain certification, not a CME, \$2,271.60 registration, \$747.50 lodging, \$150 meals, \$450 airfare, 32 hours District time, 16 hours own time – 95% covered by Fire Investigation Grant – cost to AFD is \$181.00, no overtime or backfill costs)

**was on last meeting agenda for further review & discussion*

A motion was made by Comm. Williams to approve as read. Seconded by Comm. Longi.

- Motion Failed, 3 – 2 (Comm. Valdez, Comm. Seco and Comm. Adams opposed)

- B. Joe Doscher: “Hale Training Academy”, August 12 – 16, 2019 in Conshohocken, PA. (required to maintain certification, not a CME, \$350 registration, \$480 lodging, \$50 meals (per diem rate), \$60 EVT (Emergency Vehicle Technician) registration F-3 Fire Pumps and Accessories, requesting use of District vehicle, 40 hours District time, 6 hours own time)

A motion was made by Comm. Adams to approve the training at Hale Training Academy for Joe Doscher from August 12th – 16th as set forth on the agenda. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

- C. Joe Tarquinio: “Fire Officer III”, July 8 – 11 & July 29 – August 2, 2019 at NYS Fire Academy. (not required to maintain certification, not a CME, \$25 registration. \$382 lodging, \$25 National Exam, requesting use of District vehicle, 80 hours District time, 20 hours own time – *no backfill or overtime*)

A motion was made by Comm. Williams to approve “C” as read. Seconded by Comm. Longi.

- Motion Failed, 3 – 2 (Comm. Valdez, Comm. Seco and Comm. Adams opposed)

- D. Timothy Gioia: “Rope Rescue – Technician Level II”, September 17 – 20, 2019 at NYS Fire Academy. (not required to maintain certification, not a CME, \$25 registration, \$151 lodging, meals provided, requesting use of District vehicle, 24 hours District time, 35 hours own time)

A motion was made by Comm. Williams to approve “D” as read. Seconded by Comm. Longi.

- Motion Failed, 3 – 2 (Comm. Valdez, Comm. Seco and Comm. Adams opposed)

- E. “Swift Water/Flood Rescue Technician”, July 16 – 19, 2019 in Oriskany, NY.
1. Eric Henschel – (not required to maintain certification, not a CME, no costs, meals provided, not requesting use of District vehicle, 27 hours own time, 36 hours District time)
 2. Edward D’Anna – (not required to maintain certification, not a CME, no costs, meals provided, requesting use of District vehicle, 30 hours own time, 24 hours District time)
 3. Christopher Rinck – (not required to maintain certification, not a CME, no costs, meals provided, not requesting use of District vehicle, 33 hours own time, 24 hours District time)

A motion was made by Comm. Williams to approve “E” as read. Seconded by Comm. Longi.

- Motion Failed, 3 – 2 (Comm. Valdez, Comm. Seco and Comm. Adams opposed)

XII. ITEMS FOR EXECUTIVE SESSION

Chairman Williams to determine whom is invited to attend Executive Session.

A. Comm. Williams

1. Employment of a particular individual

B. Chief Steenberg

1. Two (2) Employment of individuals - Attorney / Client information and the Union is here to meet regarding the Grievance.

Chairman Williams invited representatives from Local 2393 to attend Executive Session to discuss the Grievance.

No motion was made to adjourn to Executive Session. The Board adjourned to Executive Session at 7:52 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:49 p.m. and returned to Open Session.

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

XIV. OPEN ITEMS

Comm. Williams reported that he forgot to bring up the letter from the American Legion requesting a firetruck for their 1st Family Day on August 24th from 1:00 p.m. to 5:00 p.m. and asked the Board to revisit this request.

A motion was made by Comm. Williams to send a firetruck with on duty staff, not with overtime. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

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

- Motion Carried, 5 – 0

Meeting adjourned at 8:51 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: 7-1-19

JOHN RICHARDSON	
JIM BERETTA	
JIM METRANO	