



# Arlington Fire District

11 Burnett Boulevard  
Poughkeepsie, NY 12603  
www.afd.org

Business: (845) 486-6300  
Fax: (845) 486-6322

**For Emergencies**  
***DIAL 911***

*“Safeguarding Our Community”*

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## BOARD OF FIRE COMMISSIONERS MEETING MINUTES July 15, 2019

### ATTENDEES:

Comm. José Seco – Chairman  
Comm. Jon Adams  
Comm. Peter Valdez  
Comm. Peter Longi  
Comm. *VACANT*

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

A motion was made by Comm. Valdez to nominate Commissioner Seco for Chairmanship for Arlington Board of Fire Commissioners for the remainder of the year. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

Chairman Seco 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 19-7B was reviewed by Comm. Valdez and Comm. Seco.

A motion was made by Comm. Valdez to approve Abstract 19-7B. Paid bills \$0. Unpaid bills, 29 checks for a total of \$18,186.42. Seconded by Comm. Seco.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. July 1, 2019 Board of Fire Commissioners' Meeting

A motion was made by Comm. Adams to approve the July 1, 2019 Board of Fire Commissioners' meeting minutes. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

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

A. Service Awards – *VACANT* & Comm. Valdez

1. Update the “Certificate of Investment Powers” form for RBC Wealth Management due to Blake Williams’ resignation. (Note: The Commissioner who will be signing the transfer paperwork for Glens Falls should be listed on this form for RBC)

A motion was made by Comm. Valdez to update the Certificate of Investment Powers and the designated Commissioner be Commissioner Seco. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

2. Received “Investment Access Account Statement with Portfolio Focus” for June 2019 from RBC Wealth Management.
3. Received “Portfolio Review” for Period Ending June 30, 2019 from RBC Wealth Management.
4. Comm. Valdez reported that Glens Falls Bank received our additional questions and will get back to us. Everything currently on hold.

B. District Inspections – *VACANT* & Comm. Adams

C. District Officers / Chief Liaison – *VACANT* & Comm. Adams

D. EMS & Paramedic Liaison – *VACANT* & Comm. Valdez

E. Public Relations – *VACANT* & Comm. Adams

F. Equipment Maintenance – *VACANT* & Comm. Seco

- G. Buildings and Grounds – Comm. Valdez & Comm. Seco
1. HQ & ROM Parking Lots update: Comm. Seco reported that the Committee met with Engineer Jolanda Jansen and Chief Steenbergh to review the two bids that were received. It is the recommendation of the Committee to go with “Alternate 1 – Pavement Repair” for both HQ and ROM. Below are the bid prices that were received.

“Alternate 1 – Pavement Repair”

HQ – \$66,340.00 (Avello Brothers)

HQ – \$58,865.00 (Thomas Gleason)

ROM – \$41,515.00 (Avello Brothers)

ROM – \$37,875.00 (Thomas Gleason)

“Alternate 2 – Pavement Replacement”

HQ – \$159,500.00 (Avello Brothers)

HQ – \$146,670.00 (Thomas Gleason)

ROM – \$87,295.00 (Avello Brothers)

ROM – \$80,875.00 (Thomas Gleason)

A motion was made by Comm. Seco to award this bid to the second bidder, Thomas Gleason, Inc. from 501 Salt Point Turnpike, Poughkeepsie, NY 12603 and was the lowest bidder, for \$58,865.00 for HQ and \$37,875.00 for Station 3, with the funds to come from the Building Reserve Fund, subject to permissive referendum. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

2. Comm. Valdez reported that Comm. Seco and himself have a meeting with Rochdale tomorrow at 6:00 p.m.

- H. Capital Equipment – *VACANT* & Comm. Seco
- I. Union Negotiations & Contract – Comm. Seco & Comm. Valdez
- J. Career Staff Liaison – Comm. Adams & *VACANT*
- K. Volunteer Recruitment – *VACANT* & Comm. Seco
- L. Volunteer Liaison – *VACANT* & Comm. Seco
- M. District Safety & Health – Comm. Adams & Comm. Seco
- N. Strategic Plan – *VACANT* & Comm. Adams
- O. Finance Committee – Comm. Valdez & Comm. Seco
- P. IT Operations Committee – *VACANT* & Comm. Adams
- Q. Croft Lease – Comm. Adams & Comm. Valdez
- R. Rochdale Lease – Comm. Adams & Comm. Valdez

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

- A. Letter dated June 24, 2019 from David Burgess, Director of Volunteer Emergency Services regarding the recent Special Olympics Summer Games.
- B. E-mail dated July 2, 2019 from Jim Beretta to the Board of Fire Commissioners regarding Comm. Williams’ residency.
- C. E-mail dated July 2, 2019 from Blake Williams, resigning effective immediately, as a member of the Board of Fire Commissioners.

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

- A. E-mail dated July 11, 2019 from Captain Adam Kangas recommending the following volunteers to be dropped for failure to meet AFD training requirements:
1. Brandan Woelfle
  2. Charles Woodard
  3. Peter Enea
  4. Conor Banta

A motion was made by Comm. Valdez that the four volunteers be dropped for failure to meet AFD training requirements. Seconded by Comm. Longi.

- Motion Carried 4 – 0

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

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”).

No action taken and no discussion held. The Board withdrew this from the agenda until further notice.

X. **DISTRICT STAFF ITEMS**

- A. Chief – William Steenbergh
1. Received a check from Vassar College in the amount of \$2,000 for contracted caused fire alarms. Has also received checks for standby’s for their Alumni Weekend and Graduation which is handled through the EMS Office.
  2. Need a second signer for checks due to Blake Williams’ resignation. Comm. Adams is one already and recommends another.

A motion was made by Comm. Valdez to have Comm. Longi be the second signer. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

3. At the Organizational meeting, the Board authorized a retainer agreement with Counsel up to 50 hours at a reduced rate. We used up the 50 hours and going forward will be subject to an increased rate. Counsel has extended a retainer for an additional 50 hour block at a reduced rate.

A motion was made by Comm. Valdez to sign up for another 50 hours with our Counsel at the reduced rate. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

4. Sent the Town Board a letter requesting that they waive the permit fees for the new Alarm System project.
5. Asked the Board for direction if they plan on advertising or posting for the vacant Commissioner spot.  
Chairman Seco said not at this time.

B. Assistant Chief – Eric Philipp

1. Attended and observed the “Firefighter I” class that volunteer Dylan Sumski is taking. He is doing well and will be graduating Monday.

Chairman Seco requested that AC Philipp provide a list of active volunteers from each fire company for the Board meetings as a report.

C. Director of EMS David Violante

1. Received a thank you letter from Taryn Riley from the Town of Poughkeepsie for the recent CPR/AED training.
2. Dutchess Community College requesting to use our ambulance for a trauma drill on Monday, July 22<sup>nd</sup> from 4:00 p.m. to 9:00 p.m. with Steve Graff of ROM being the Officer in Charge.

A motion was made by Comm. Valdez to approve (as read). Seconded by Comm. Longi.

- Motion Carried, 4 – 0

3. NYS adopted statewide BLS protocols; going through the many updates. Will get members up to speed. Implementation by December.

D. Treasurer James Passikoff

1. No report - reminded Comm. Valdez and Comm. Seco that when they receive an email from Denise that the bank statements are in, that they need to come in ASAP to open them so that the financial reports can be done.

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. Chris Quinby: “2<sup>nd</sup> Annual Resuscon Conference”, September 4, 2019 at the Grandview in Poughkeepsie. (required to maintain certification, is a CME, \$30 registration, meals provided, not requesting use of District vehicle, 10 hours own time)

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

- A. William Steenbergh: “NYS Association of Fire Districts – 2019 Leadership Summit”, October 3 – 4, 2019 in Niagara Falls, NY. (not required to maintain certification, not a CME, \$250 registration, \$306 lodging, meals per diem rate, requesting use of District vehicle, 16 hours District time, 10 hours own time)

A motion was made by Comm. Valdez to approve item “A”. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

XII. **ITEMS FOR EXECUTIVE SESSION**

- A. Chief Steenbergh – Employment history of three (3) individuals
- B. Comm. Seco – Matter which will imperil public safety if disclosed

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

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 7:42 p.m.

XIII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:35 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. Longi to adjourn the meeting. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

Meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Renee O'Neill  
District Secretary



# BOARD OF FIRE COMMISSIONERS MEETING PUBLIC ATTENDANCE SHEET

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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.

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DATE OF MEETING: 7-15-19

ELI SLOVBS	
Jol Armstrong	