



# Arlington Fire District

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

Business: (845) 486-6300  
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**For Emergencies**  
***DIAL 911***

*“Safeguarding Our Community”*

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## BOARD OF FIRE COMMISSIONERS MEETING MINUTES August 5, 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

Chairman Seco opened the Arlington Fire District Board of Fire Commissioners’ meeting at 7:02 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**

A motion was made by Comm. Seco to approve Abstract 19–8A. This consists of \$259,763.01 in paid bills with a total of 11 checks and \$64,537.38 in unpaid bills with a total of 41 checks for a grand total of \$324,300.39, totaling 52 checks. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. July 15, 2019 Board of Fire Commissioners' Meeting

A motion was made by Comm. Valdez to approve the minutes of the July 15, 2019 Board of Fire Commissioners' meeting. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

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

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

1. Comm. Valdez discussed the LOSAP January 1, 2019 Annual Report Commentary included with the Executive Summary received from PenFlex.
2. Received from PenFlex, the members 2018 Annual Statements and the 2018 Annual Report.
3. Board to authorize RBC Wealth Management to transfer \$7,817 from the AFD Service Awards Trust Fund for the standard year-end LOSAP fees.

A motion was made by Comm. Seco to transfer \$7,817 from the AFD Service Awards Trust Fund for the annual fees from RBC Wealth Management. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

4. Received from RBC Wealth Management, the “Portfolio Review Period Ending July 31, 2019”.

- 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
- 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

Chairman Seco reported that Comm. Longi will be picking up the vacant committee positions along with the "Finance Committee". Comm. Valdez is moving from the Finance Committee and picking up the "Equipment Maintenance" committee. The Committees will be updated on the next meeting agenda.

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

- A. E-mail dated July 18, 2019 from Jim Beretta to the Board of Fire Commissioners regarding fundraisers for fire company purposes.

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

- A. E-mail dated July 9, 2019 from Mr. Joseph Dusavage of Boy Scout Troop 25 requesting use of ROM on August 21<sup>st</sup> and August 28<sup>th</sup> from 6:00 p.m. to 8:00 p.m. to conduct their meetings.

A motion was made by Comm. Adams to approve the use of the meeting room, contingent upon availability, for Boy Scout Troop 25 on August 21<sup>st</sup> and August 28<sup>th</sup> from 6:00 p.m. to 8:00 p.m. to conduct their meetings. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

- B. E-mail dated July 17, 2019 from Jim Beretta to the Board of Fire Commissioners appealing the FOIL denial decision by Secretary O'Neill on July 16, 2019.

Chairman Seco read the response letter addressed to Mr. Beretta approving his appeal.

A motion was made by Comm. Adams that the proposed decision on the appeal be signed by the Chairman. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

- C. Drop Matthew Nedin from the roles of the District for failure to meet the criteria for membership.

A motion was made by Comm. Longi to drop Matthew Nedin from the roles of the District for failure to meet the criteria for membership. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

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

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

A. BOFC to consider approval of the following Rules and Regulations updates:

1. AFD #14 – “Sexual Harassment Policy”
2. AFD #29 – “Discrimination & Sexual Harassment Complaint Procedure”
3. “Complaint Form for Reporting Sexual Harassment”

A motion was made by Comm. Adams that the Board adopt the revised documents as distributed to the Board, AFD #14 – “Sexual Harassment Policy”, AFD #29 – “Discrimination & Sexual Harassment Complaint Procedure” and the “Complaint Form for Reporting Sexual Harassment”. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. Technical Rescue Training - approached by two businesses to provide their facility for us to train at and also will allow them to be in compliance with the safety standard. Funding will be reimbursed by the two businesses. Will contact our attorney to discuss any required paperwork needed.

Brief discussion. No action taken by the Board. Will be revisited after Chief contacts the Attorney to discuss.

2. Provided the Board with the Budget process timeline.

B. Assistant Chief – Eric Philipp

1. Attended the “Firefighter I” graduation for Dylan Sumski.
2. As requested by the Board, there are a total of 33 active volunteers.
  1. Engine Co. #1 – 5
  2. ROM – 5
  3. Rochdale – 5
  4. Croft – 18 (2 in the recruit process)

C. Director of EMS David Violante

1. Requesting four (4) Panasonic Toughbooks be surplus due to two being used for parts and the other two spares are working off of Windows 7 and not being supported.

A motion was made by Comm. Seco to surplus four (4) Toughbooks. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

D. Treasurer James Passikoff

1. No financial report.
2. CD due tomorrow; requesting Board approval to open another CD in the amount of \$8 million for sixty (60) days, slightly over 2%.

A motion was made by Comm. Seco to give the Treasurer authorization to open a CD for sixty (60) days with funds from the CD coming through. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

XI. **SCHOOL REQUESTS**

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

XII. **ITEMS FOR EXECUTIVE SESSION**

A. Chief Steenbergh

1. Employment history of five (5) individuals.

B. Comm. Valdez

1. Employment history of one (1) individual.

C. Comm. Seco

1. Employment history of one (1) individual.

With no further open business to discuss, a motion was made by Comm. Seco to adjourn to Executive Session, inviting the Treasurer, Assistant Chief and Director of EMS. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 7:40 p.m.

XIII. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:50 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

No time given when the meeting adjourned.

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: 8-5-19

Joe Rebholz	
Tom BERETTA	
Jimmy METRANO	