



Arlington Fire District

11 Burnett Boulevard
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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES September 9, 2024

ATTENDEES:

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

Chief: William Steenbergh
Deputy Chief: Adam Kangas
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 7:02 p.m., took a roll call of the attendees and everyone stood and recited the pledge of allegiance.

Everyone in attendance remained standing and Chairman Dore offered a moment of silence in remembrance of the 23rd anniversary of September 11, 2001.

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 24–9A. This consists of \$0 in paid bills with a total of 0 checks and \$175,020.31 in unpaid bills with a total of 40 checks for a grand total of \$175,020.31 totaling 40 checks. Seconded by Comm. Valdez.

- Motion Carried, 3 – 0 – 0

Comm. Van Itallie made a motion to approve Abstract 24–9A–Croft. This consists of \$0 in paid bills with a total of 0 checks and \$5,202.31 in unpaid bills with a total of 1 check for a grand total of \$5,202.31 totaling 1 check. Seconded by Comm. Valdez.

- Motion Carried, 3 – 0 – 0

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. August 19, 2024 Board of Fire Commissioners’ Meeting

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

- Motion Carried, 3 – 0 – 0

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

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

1. Received from Glens Falls National Bank:

A. “Investment Update” dated August 23, 2024.

B. “Investment Update” dated September 6, 2024.

B. District Inspections – Comm. Jackson & Comm. Van Itallie

C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Dore

D. EMS & Paramedic Liaison – Comm. Valdez & Comm. Van Itallie

E. Public Relations – Comm. Chiumento & Comm. Dore

F. Equipment Maintenance – Comm. Valdez & Comm. Van Itallie

G. Buildings and Grounds – Comm. Dore & Comm. Van Itallie

H. Capital Equipment – Comm. Dore & Comm. Jackson

I. Union Negotiations & Contract – Comm. Chiumento & Comm. Dore

1. Comm. Dore reported that himself, Comm. Chiumento, Chief Steenbergh and Deputy Chief Kangas have been working with the Union. Their contract is not up until December 2026 but getting a jump on it to work things out and try to cut some costs. Union trying to help them out with it. It’s been a good start.

J. Career Staff Liaison – Comm. Chiumento & Comm. Dore

K. Volunteer Recruitment – Comm. Valdez & Comm. Jackson

L. District Safety & Health – Comm. Dore & Comm. Valdez

M. Strategic Plan – Comm. Jackson & Comm. Valdez

N. Finance Committee – Comm. Chiumento & Comm. Van Itallie

1. Comm. Van Itallie reported that the Finance Committee has been meeting and working on the budget for 2025. Deadline is next meeting to vote on it.

O. IT Operations Committee – Comm. Van Itallie & Comm. Jackson

P. Croft Lease – Comm. Valdez & Comm. Van Itallie

Q. Rochdale Lease – Comm. Chiumento & Comm. Van Itallie

6. **CORRESPONDENCE** – *None unless otherwise noted.*
- A. Letter dated August 12, 2024 from Kelly Kohler, Adjunct Assistant Professor at Dutchess Community College thanking AFD for participating in the MCI drill held on July 29th.
7. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted.*
- A. E-mail dated April 16, 2024 from Kim Barela from the Poughkeepsie Plaza requesting AFD volunteers, equipment, materials and a firetruck for their Fall Event scheduled for Sunday, September 29th from 12pm to 2pm.
Will be manned by volunteers; Assistant Chief Philipp will be the Officer in charge with one or two pieces of equipment which will be in service.

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

- Motion Carried, 3 – 0 – 0

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

9. **COMMISSIONERS ITEMS** – *No reports and/or discussions unless otherwise noted.*
- A. Board to set date, time, and place for the 2025 Proposed Budget Hearing. Can be any day during the third week of October. (as amended in Town Law 181[3][a])
NOTE: Can be any date between October 14th – 18th.

Brief discussion. The Board will hold the 2025 Proposed Budget Public Hearing on October 17, 2024 at 6:00 p.m. at the Red Oaks Mill firehouse.

- B. On or before September 24th, adopt the proposed budget for 2025, including fund balance estimate for 2024. (Town Law §181[2])

Chairman Dore reported that the proposed budget will be adopted at the next scheduled BOFC meeting on September 23, 2024.

- C. For Commissioner Election Inspector canvas letters to be mailed, BOFC to determine Annual Commissioner Election time and fix compensation.
1. Commissioner Election is Tuesday, December 10, 2024.
 2. Minimum hours are 6:00 p.m. to 9:00 p.m. as per TL§175.
 3. Compensation for the three (3) hours is \$70 and any consecutive hours prior to 6:00 p.m., the compensation is \$100, as per TL§175.

Comm. Valdez made a motion to make the time from 5:00 p.m. to 9:00 p.m. for the hours on Tuesday, December 10th. Seconded by Comm. Van Itallie.

- Motion Carried, 3 – 0 – 0

Comm. Valdez made a motion to hire three (3) Inspectors for Headquarters, three (3) Inspectors for Red Oaks Mill and one (1) Chairperson and a few individuals to be on standby in the event someone can't perform their duties at a compensation of one hundred dollars (\$100.00) for the four (4) hours. Seconded by Comm. Van Itallie.

- Motion Carried, 3 – 0 – 0

10. **DISTRICT STAFF ITEMS**

A. Chief William Steenbergh

1. 2024 Fire Prevention in the schools - Battalion Chief Mills has a schedule prepared; same number of man hours the Board approved last year. This year, we will use FF Morrissey in Training to offset the overtime hours. Total of 140 hours of overtime for the on-duty staff. Requesting approval so Battalion Chief Mills can move forward with staffing.

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

- Motion Carried, 3 – 0 – 0

2. RFP for Mechanical Services – requesting to put together and issue an RFP for the mechanical systems in the District buildings. Would include preventative maintenance and servicing HQ & ROM; will add Rochdale when we conclude the transaction with the fire company. It will be for all mechanical systems in the buildings such as heating, air conditioning and ice makers.

Comm. Van Itallie made a motion that we ask for an RFP for mechanical services. Seconded by Comm. Valdez.

- Motion Carried 3 – 0 – 0

3. Emergency repairs at Headquarters – second floor over the two bedrooms has a mold condition. Temporary housing has been made for the on-duty staff; access has been restricted. Had a mold assessment done and he issued a remediation plan for a remediation company. Roof was also inspected to rule out issues, but no leaks. Minor repair work around the drains for \$3,780; our rubber roof is estimated to be 20 – 25 years old; will need to look at getting that replaced eventually.
4. Requesting approval for an employee's second Part B retirement check to not to exceed \$45,000 out of the Employee Benefit Accrued Liability Fund.

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

- Motion Carried, 3 – 0 – 0

5. Lake Mohegan Fire District committed to purchase the old trench trailer in the amount of \$6,500 that the Board surplused a while ago. Working out logistics.

B. Deputy Chief Adam Kangas

1. Arlington Street Fair will be on September 21st; daytime hours; were requested to participate; would set up a booth to interact with the public with four (4) firefighters; space will be maximized and would be able to respond for calls of assistance with the amount of people that attend. Total of 40 hours overtime (10 hours each).

Comm. Valdez made a motion to approve to have presence at the Arlington Street Fair, with four (4) firefighters, up to forty (40) hours overtime and use of any equipment deemed fit. Seconded by Comm. Van Itallie.

- Motion Carried, 3 – 0 – 0

2. We utilize Amazon for many purchases. Found a way to increase our return on our use of Amazon for obtaining goods. If we apply for an Amazon card, it will increase our line with Prime membership to get free shipping. It would pay for itself based on what we spend yearly, and we would get money back.

No action taken but OK'd by the Board.

3. A lot of operational changes occurring. Recent graduates are out in the field training; new candidates started the Academy, and the recent promotions are in training. Thanked the membership, the Union, for all their work in getting everyone up to speed.
4. There also has been some movement of offices with the addition of the Personnel Administrator; reorganizing some offices and a fresh coat of paint. Thanked the Union for their assistance with moving things around and painting.

C. Assistant Chief Eric Philipp – No report.

D. Director of EMS David Violante

1. NYS EMS Memorial will be held September 19th. Will be up there for the State EMS Council and will represent Arlington that day. A member of the Hudson Valley is being added to the wall.
2. Agency recertifications are due the end of the year. Work in progress. Doesn't anticipate any issues.

E. Treasurer James Passikoff – No report.

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.

For Commissioners notification purposes only:

- A. Adam Kangas & up to two (2) Battalion Chiefs to be named: “Sports and Special Events Management”, September 25 – 26, 2024 at Dutchess Stadium. (No cost, no backfill)
- B. Adam Kangas & Chris Rinck: “Public Information Officer Course”, October 7 – 8, 2024 at DCDER. (No cost & No backfill)
- C. “Rope Rescue Technician”, September 9 – 12, 2024 at Orange County Fire Training Center. (No cost – Grant funded)
 - 1. Thomas Andryshak
 - 2. Todd Belsky
 - 3. Justin Drum
 - 4. Cory Dubetsky
 - 5. Chris Hann
 - 6. Michael McNamee
 - 7. Hunter Rogers
 - 8. William Roser
 - 9. Ryan VanNess
 - 10. Manuel Villa-Ortiz
 - 11. Edward D’Anna
- D. “Rope Rescue Technician”, September 30 – October 3, 2024 at Orange County Fire Training Center. (No cost – Grant funded)
 - 1. Brandon Benedetto
 - 2. Nicholas Burrow
 - 3. Carl Cacace
 - 4. Ryan Fincham
 - 5. Eric Kelly
 - 6. Christopher Lewis
 - 7. James Moore
 - 8. Steven Rancourt
 - 9. Andrew Rayburn
 - 10. Howard Whitney
 - 11. Edward D’Anna

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

- A. David Violante: “NYS EMS Vital Signs Conference”, October 17 – 20, 2024 in Rochester, NY. (No registration cost, \$927.11 lodging, meals per diem, \$26.86 for tolls, requesting District vehicle)

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

- Motion Carried, 3 – 0 – 0

12. **ITEMS FOR EXECUTIVE SESSION**

- A. Chief Steenbergh – Four (4) 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.

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

- Motion Carried, 3 – 0 – 0

The Board adjourned to Executive Session at 7:39 p.m.

13. **EXECUTIVE SESSION**

The Board came out of Executive Session at 7:56 p.m. and returned to Open Session.

Chairman Dore stated that he remembered he was not in attendance for the August 19, 2024 meeting, therefore those meeting minutes will have to be re-approved at the next meeting.

14. **OPEN ITEMS**

- As a result of the Executive Session, Comm. Valdez made a motion to change Jessica Herman from part time to full time with a start date to be determined by Chief Steenbergh. Seconded by Comm. Van Itallie.

- Motion Carried, 3 – 0 – 0

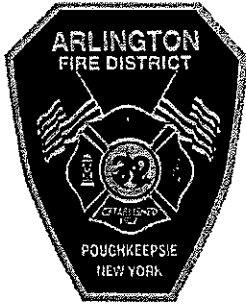
With no further business to conduct, Comm. Valdez made a motion to adjourn the meeting. Seconded by Comm. Van Itallie.

- Motion Carried, 3 – 0 – 0

Meeting adjourned at 7:57 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: 9/9/24
