



Arlington Fire District

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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES October 7, 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 – (arrived at 7:03 p.m.)

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.

Treasurer Passikoff arrived at 7:03 p.m.

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 19–10A. This consists of \$274,265.42 in paid bills with a total of 13 checks and \$30,362.31 in unpaid bills with a total of 32 checks for a grand total of \$304,627.73, totaling 45 checks. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. September 16, 2019 Board of Fire Commissioners' Meeting

A motion was made by Comm. Adams to approve the September 16, 2019 Board of Fire Commissioners' meeting minutes. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

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

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

1. Received the Service Fee Agreement for 11/1/19 – 10/31/20 from PenFlex for Board consideration.

A. Standard Services Fee Schedule

Base fee: \$3,600 – \$0 change from 2018

Per-Participant Fee \$18 – \$0 change from 2018

Payment Certification & Trustee directive letters – \$75 per letter – \$0 change from 2018

Total Estimated Standard and Distribution Services Fees: \$6,100

B. Preparation of Financial Statement Disclosures

NYS LOSAP Audit Package – \$495 (provided for year 2018)

GASB 73 Package – \$950 (provided for year 2018)

A motion was made by Comm. Valdez to approve the \$6,100 for the Services Fee Schedule, the Audit Package for \$495 and the GASB 73 Package for \$950. Seconded by Comm. Longi.

Brief discussion.

- Motion Carried, 4 – 0

- B. District Inspections – Comm. Longi & Comm. Adams
- C. District Officers / Chief Liaison – Comm. Longi & Comm. Adams
- D. EMS & Paramedic Liaison – Comm. Longi & Comm. Valdez
- E. Public Relations – Comm. Longi & Comm. Adams
- F. Equipment Maintenance – Comm. Valdez & Comm. Seco
- G. Buildings and Grounds – Comm. Valdez & Comm. Seco
- H. Capital Equipment – Comm. Longi & Comm. Seco
- I. Union Negotiations & Contract – Comm. Seco & Comm. Valdez
- J. Career Staff Liaison – Comm. Adams & Comm. Longi
- K. Volunteer Recruitment – Comm. Longi & Comm. Seco
- L. Volunteer Liaison – Comm. Longi & Comm. Seco
- M. District Safety & Health – Comm. Adams & Comm. Seco
- N. Strategic Plan – Comm. Longi & Comm. Adams

- O. Finance Committee – Comm. Longi & Comm. Seco
- P. IT Operations Committee – Comm. Longi & 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 October 3, 2019 from Jim Beretta to the Board of Fire Commissioners regarding the comments made by Chairman Seco at the September 16, 2019 meeting.
- B. E-mail dated October 4, 2019 from Jim Beretta to the Board of Fire Commissioners regarding follow-up information to his e-mail dated October 3, 2019.

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

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

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

- A. Department Election: (not open to the public) Board to set location for Department Election to be held on Thursday, December 5, 2019. Voting beginning at 6:00 p.m. to 8:30 p.m. Results announced at 8:30 p.m.

A motion was made by Comm. Seco for the Department Election to take place December 5, 2019. Voting beginning at 6:00 p.m. to 8:30 p.m. Results to be announced at 8:30 p.m. to take place at Red Oaks Mill. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

- B. 2020 Budget Process – (Budget Hearing: October 15, 2019 7:30 p.m. at ROM)
 - 1. Board to set agenda for 2020 Proposed Budget Public Hearing as follows:
 - A. The Chairman opens the Public Hearing
 - B. Comments from the Chairman about the 2020 proposed budget
 - C. The Treasurer presents a brief summary of the 2020 proposed budget
 - D. Public Comment Period (up to five (5) minutes per person allowed)
 - E. No yielding of time to others
 - F. Conclusion of Public Comment Period
 - G. Comments from the Board of Fire Commissioners and/or Treasurer
 - H. Public Hearing closed

A motion was made by Comm. Seco to set the agenda. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

2. Legal notice of the Budget Hearing will be published October 8, 2019 in the Poughkeepsie Journal and has been posted on our website.
3. Chief Steenbergh reminded the Chairman and Treasurer to provide anything to the District Secretary prior to the hearing that they may put on the screen for the public so we can test it out.

C. Commissioner Election Process – (Commissioner Election: December 10, 2019)

1. Petitions for name to be placed on the Commissioner Election ballot have been posted on our website and are also available in the District Secretary's office. Petitions must be filed with the District Secretary no later than November 20, 2019.

*NOTE: Three terms will be available – 2 year, 4 year and 5 year terms. Only one term can be chosen.

D. Comm. Adams

1. Approval of appraisal for real property – if the District purchases the Rochdale building voluntarily or involuntarily an appraisal is necessary to initiate the process. Has a quote from a reputable appraiser and recommends moving forward.

A motion was made by Comm. Adams to approve the expenditure of \$2500 for an appraisal and the Chief be authorized to sign all documents relevant to the appraisal process. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

X. DISTRICT STAFF ITEMS

A. Chief – William Steenbergh

1. Discussion regarding COBRA – due to discovering that we are not fully compliant, recommends that we use a third party vendor (BRI Benefits Resource, Inc.). For approximately \$500, they will get us back into compliance, with mailings and documents provided to our current staff as soon as possible. BRI will then handle all future billing and record keeping for employees and retirees who are eligible to purchase their own coverage as provided for as per the contract. Marshall & Sterling will pay the costs for this for future years effective January 1, 2020 except for the \$500 to get us into compliance.

A motion was made by Comm. Adams to authorize the Chief to initiate discussions he described with Marshall & Sterling for the purposes of COBRA compliance. Seconded by Comm. Longi.

Brief discussion.

- Motion Carried, 4 – 0

2. Discussion regarding HRA provider - recommends that we switch from WageWorks and go with BRI (Benefits Resource Inc.) for our HRA program due to administrative hiccups and the Business Office having to recreate the employee file every year. Current process takes away up to 50 hours from the Business Office when they can be doing other things. This also gives us better protection against HIPAA. BRI offers an additional option through a payroll deduction for daycare services. The Union is in agreement and are supportive of this change. Would like to implement January 1, 2020.

A motion was made by Comm. Adams to approve the substitution of the vendor described by the Chief in place of our current vendor for HRA benefits program that the Chief described. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

3. Community Fire Prevention requests
 - A. Adams Fairacre Farms – 10/20/19: 10am to 5pm; 7 hours for a fire truck with one FF; Fire Prevention Trailer will require 21 hours OT for the FPO and 2 FF's.

A motion was made by Comm. Seco to deny this request. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

- B. Arlington Business District Holiday Event – 12/07/19: 4 hours for a fire truck with one FF; Fire Prevention Trailer will require 27 hours OT for the FPO and 2 FF's.

A motion was made by Comm. Adams to approve the providing of a fire truck and personnel for 4 hours as described by the Chief for the Arlington Business District on December 7th. (Try to get volunteers first, if not 4 hours overtime). Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

- C. Hudson Valley Federal Credit Union Wellness Expo – 11/06/19; no action required by the Board, no cost. FPO Finn will be handling this during his normal working hours.

4. Training Agreement – received draft from our Attorney; deferred until next meeting.

5. Need more Attorney retainer hours; Board to decide on 50 hour block for \$175 per hour or no block until end of year for \$210 per hour. We are already over by ½ hour.

A motion was made by Comm. Seco to approve the retainer of 50 more hours. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

6. Updates

- A. Surplus vehicles all spoken for; one already disposed of. Working out logistics with the other 3. Still researching school vehicle and will get back to the Board on this.
- B. Paving Project started today at HQ and they will work everyday (weather permitting) and then move down to ROM.
- C. Fire Alarm System at HQ fully installed; needs to undergo acceptance testing; very happy with work; will have the Town here to close out permit soon.

- B. Assistant Chief – Eric Philipp

1. RE: Proposed Budget – Croft’s rent on proposed budget is off from what was contractually signed. Board needs to relook at that line. Also, if Board plans on purchasing fire engines, need to put money into Capital Fund.
2. Current volunteers – Engine Co. #1, Red Oaks Mill and Rochdale all have five (5) active members. ROM just approved one at the company level and the Board should be seeing that one soon. Croft Corners has eighteen (18) active members, with two (2) in the process.
3. Training - anticipates next Tuesday since 32-45 was at HQ because 32-46 was out of service.

- C. Director of EMS David Violante

1. Dutchess Community College requesting use of our ambulance on October 17th from 8:30 a.m. to 2:30 p.m. for a drill in their EMT class. Member who is off duty will be handling this, no cost.

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

- Motion Carried, 4 – 0

2. PALS and ACLS-EP classes on the agenda will be done by our instructors in house.

D. Treasurer James Passikoff

1. Submitted the September 30, 2019 Financial Report for the District; was able to obtain the statements online. Board members still need to open and approve statements; the report will slightly change next month due to not receiving the Key Bank statements. Key information is in there and reminded the Chairman to acknowledge receipt.

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. “Cardiology Teaching Day”, October 16, 2019 at the Grandview in Poughkeepsie.
1. William Steenbergh - (required to maintain certification, is a CME, \$30 registration, meals provided, requesting use of District vehicle, 8 hours District time, 2 hours own time)
 2. Jason Caulfield - (required to maintain certification, is a CME, \$30 registration, meals provided, not requesting use of District vehicle, 8.25 hours own time)
 3. Luke Lyons - (required to maintain certification, is a CME, \$30 registrations, meals provided, not requesting use of District vehicle, 8.25 hours own time)
- B. “ACLS – EP”, October 17, 2019 at AFD Station 3.
1. Christopher Mills – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 10 hours District time)
 2. Doug Parrish – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 10 hours District time)
- C. “PALS”, October 24, 2019 at AFD Station 3.
1. Anthony Crandall - (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 10 hours own time)
 2. James Palmatier - (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 8 hours own time)
- D. Michael Garofalo: “Basic Exterior Firefighting Operations”, October 1 – December 21, 2019 at DC 911 Training Center. (no costs, not requesting use of District vehicle)

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

- A. Chris Quinby: “EMS Connection Conference”, November 9, 2019 at DCC Main Campus. (required to maintain certification, is a CME, \$55 registration, meals provided, not requesting use of District vehicle, 11 hours District time, 1 hour own time)

A motion was made by Comm. Adams to approve the request for Chris Quinby as stated. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

- B. David Violante: “NYS Vital Signs Conference”, October 26 – 27, 2019 in Buffalo, NY. (not required to maintain certification, is a CME, \$250 registration, \$386.64 lodging, meals as per diem rate, not requesting use of District vehicle, 28 hours own time)

A motion was made by Comm. Longi to approve. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

- C. John Dunderdale: “Fire Officer III”, February 3 – 7 & February 24 – 27, 2020 at NYS Fire Academy of Fire Science. (not required to maintain certification, not a CME, \$25 registration, \$342 lodging, meals provided, \$25 National Certification Exam, requesting use of District vehicle, 62 hours District time, 79 hours own time) *95% covered by Officers Training Grant*)

A motion was made by Comm. Longi to approve. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

XII. ITEMS FOR EXECUTIVE SESSION

- A. Chief Steenbergh

1. Employment history of four (4) individuals

- B. Comm. Seco

1. Employment history of two (2) individuals

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

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 8:00 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:26 p.m. and returned to Open Session.

There were no open items for discussion 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. Adams.

- Motion Carried, 4 – 0

No time given when meeting adjourned.

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: 10-7-19

JIM BERETTA	