



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”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES October 21, 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 7:00 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**

A motion was made by Comm. Adams to approve Abstract 19–10B. This consists of \$0 in paid bills with a total of 0 checks and \$272,947.63 in unpaid bills with a total of 36 checks for a grand total of \$272,947.63, totaling 36 checks. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. October 7, 2019 Board of Fire Commissioners' Meeting

A motion was made by Comm. Adams to approve the October 7, 2019 Board of Fire Commissioners' meeting minutes. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

B. October 15, 2019 Proposed 2020 Budget Public Hearing

A motion was made by Comm. Longi to approve the October 15, 2019 Proposed 2020 Budget Public Hearing minutes. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

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

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

1. Received from RBC Wealth Management – “Portfolio Review Period Ending September 30, 2019”
2. Received from RBC Wealth Management – “Investment Access Account Statement with Portfolio Focus” – September 2019
3. Transfer to Glens Falls

To establish the AFD LOSAP Account to Glens Falls National Bank from RBC Wealth Management, a motion was made by Comm. Valdez for the following:

1. Investment Management Agreement & Addendum for Glens Falls to now handle our LOSAP;
2. Investment Policy with the paperwork; would be income with growth based on our investment objectives, risk tolerance and time horizon
3. Investment Fee Schedule;
4. Administrative Services Agreement;
5. Customer Account Transfer Form;
6. Penflex Authorization Form to allow Penflex, Inc. to direct Glens Falls National Bank & Trust Company to establish, modify, or cease benefit payments to LOSAP benefit recipients.

and to have Comm. Peter Valdez as the authorized contact.

Seconded by Comm. Adams.

- 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
 - 1. Applicant ready for Board approval: Conor Banta, EMS, Station 3

A motion was made by Comm. Seco to approve Conor Banta, EMS, Station 3. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

- 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 10, 2019 from Jim Beretta to the Board of Fire Commissioners regarding the Board approving overtime for a parade.

- B. Received “Fire District Affairs: October – November 2019”

- C. E-mail dated October 16, 2019 from Jim Beretta to the Board of Fire Commissioners regarding the equal fiduciary responsibilities and equal authority of being a Commissioner.

- D. E-mail dated October 17, 2019 from John Richardson to the Board of Fire Commissioners regarding the budget hearing and budget approval process.

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

- A. E-mail dated October 17, 2019 from Lisa Jackson on behalf of Croft Corners Fire Company requesting use of 32-17, 32-45 and a fly car for their Annual Halloween Parade on October 26, 2019 from 12:30 p.m. to 4:30 p.m. (Ingrid Sanchez will be the Officer in Charge, and the parade route will be from Todd school down Croft Road to Schoolhouse Lane to the firehouse)

A motion was made by Comm. Valdez as read and Croft Corners indemnify the District for damage to property during this event. 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. 2020 Budget

1. Subject to certain restrictions, make changes, alternations and revisions to proposed budget - Town Law §181 [3][b]

No changes were made by the Board.

2. Adopt Fire District Annual 2020 Budget – Town Law §181 [3][b]

A motion was made by Comm. Seco to adopt the budget as discussed at the public hearing.
Seconded by Comm. Longi.

POLL OF THE BOARD:

Comm. Adams – Nay

Comm. Longi – Aye

Comm. Seco – Aye

Comm. Valdez – Aye

- Motion Carried, 3 – 1

B. Commissioner Election – December 10, 2019

1. Adopt “Annual Fire District Election Resolution” per Town Law §175-a (6)

ANNUAL FIRE DISTRICT ELECTION RESOLUTION

RESOLVE, that the Annual Fire District Election will take place on December 10, 2019 between the hours of 4:00 p.m. and 9:00 p.m. with polling places at the Red Oaks Mill Fire House, 213 Vassar Road for Wards 1, 2, and 5, and at District Headquarters, 11 Burnett Boulevard for Wards 3, 4, and 6.

AND BE IT FURTHER RESOLVED, that each Candidate shall submit a petition setting forth their desired candidacy for one of the following terms: two (2) year, four (4) year or five (5) year term, subscribed by twenty-five (25) qualified voters of the Arlington Fire District, to the Secretary of the District, no later than November 20, 2019 at close of business;

AND BE IT FURTHER RESOLVED, that the Chairperson and Election Inspectors be compensated in the amount of fifty dollars (\$50.00), according to NYS Town Law §175, for their services and attendance at the annual election:

AND BE IT FURTHER RESOLVED, that in case of any of the members appointed herein are unable to assume or perform the duties required of them, this Board of Fire Commissioners will appoint alternates who are resident electors:

AND BE IT FURTHER RESOLVED, that, if clerical help is deemed necessary, this Board of Fire Commissioners will consider the appointment of such clerical persons upon request of the Chairperson of the Fire District Board of Elections.

Chairperson of Election: Denes House

Headquarters Election Inspectors:

1. Sara Jane Inglis
2. Karina House
3. Margaret Bright
4. Juliette Minor

Red Oaks Mill Election Inspectors:

1. Paula Marcotte
2. Stewart Brenner
3. Eric Bennett
4. Deborah Washburn

A motion was made by Comm. Seco as such. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

X. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. Board consideration of the Training Agreement for outside businesses who need our technical rescue services on site for OSHA compliance.

A motion was made by Comm. Longi to approve the Training Agreement and move forward, subject to the grammatical changes. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

2. Renew contract with OCIS

No action taken by the Board; will be on the next agenda for consideration; Chief will send contract to the Board.

3. Vassar College Halloween Event 11/02/19 – requesting EMS standby and they will reimburse the costs

A motion was made by Comm. Longi to approve with the cost reimbursement. Seconded by Comm. Valdez.

- Motion Carried, 3 – 0 – 1 (Comm. Adams abstained)

4. Parking Lots Project – finishing HQ tomorrow then heading down to ROM; discussed with contractor and will be holding off on the sealcoating and stripping until Spring. Will hold portion of payment from contract until fully complete in Spring.

- B. Assistant Chief – Eric Philipp
 - 1. Current volunteers – Engine Co. #1, Red Oaks Mill and Rochdale all have five (5) active members. Croft Corners has eighteen (18) active members; three (3) recruits in the process.
 - 2. RE: the Arlington Business District Parade – has a volunteer lined up to cover the event; still too early to commit but will keep the Board informed.
 - 3. Training event last Tuesday, rig checks and in house training

- C. Director of EMS David Violante
 - 1. NYS DOH Inspection this Wednesday; never had any issues and doesn't anticipate any.
 - 2. National Reporting System had a data set change. NYS catching up and our current vendor, ESO Solutions, will assist with training by end of the year.
 - 3. Protocols for Basic Life Support (BLS) for the EMT's and Advanced Life Support (ALS) for the Medics have been updated at the State level and training will be done by end of the year.

- D. Treasurer James Passikoff – No report

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. Christopher Rinck – (required to maintain certification, is a CME, \$30 registration, meals provided, not requesting use of District vehicle, 9.25 hours own time)
 - 2. Alan Ferguson – (required to maintain certification, is a CME, \$30 registration, meals provided, not requesting use of District vehicle, 9 hours own time)

- B. “ACLS – EP”, October 17, 2019 at AFD Station 3.
 - 1. Joseph Myers – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 9 hours own time)

2. Adam Kangas – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 7 ½ hours District time, ½ hour own time)
 3. Todd Belsky – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 9 hours own time)
 4. Justin Carlon – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 9 hours own time)
 5. Seth Goldstein – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 9 hours own time)
 6. Christopher Weiner – (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. Joseph Myers – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 9 hours own time)
 2. Adam Kangas – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 7 ½ hours District time, ½ hour own time)
 3. Seth Goldstein – (required to maintain certification, is a CME, no costs, not requesting use of District vehicle, 9 hours District time)

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

- A. Gary Lewis: “Swift Water In-Service – (NYTF2)”, October 23, 2019 in Oriskany, NY. (required to maintain certification, not a CME, no costs, not requesting use of District vehicle, 24 hours District time, 3 hours own time) – *100% reimbursable through NYS Homeland Security*

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

- Motion Carried, 4 – 0

- B. Gary Lewis: “Zodiac Boat Maintenance & Repair – (NYTF2)”, November 4 – 8, 2019 in Oriskany, NY. (required to maintain certification, not a CME, no costs, not requesting use of District vehicle, 48 hours District time, 30 hours own time) – *100% reimbursable through NYS Homeland Security*

A motion was made by Comm. Adams to approve the attendance of Gary Lewis at the “Zodiac Boat Maintenance & Repair” course. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

C. “DCC EMS 2019 Connections”, November 9, 2019 at Dutchess Community College Main Campus.

1. Richard Muellerleile – (required to maintain certification, is a CME, \$55 registration, meals provided, not requesting use of District vehicle, 11 hours District time, ½ hour own time)

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

- Motion Carried, 4 – 0

2. Richard McCaffrey – (required to maintain certification, is a CME, \$55 registration, meals provided, not requesting use of District vehicle, 11 hours District time, ½ hour own time)

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

- Motion Carried, 4 – 0

Chief Steenbergh requested to add the following school requests for the same event above to save on the registration cost:

3. Alan Ferguson – (required to maintain certification, is a CME, \$55 registration, meals provided, not requesting use of District vehicle, 9 hours own time)
4. Joseph Palestro – (required to maintain certification, is a CME, \$55 registration, meals provided, not requesting use of District vehicle, 9 hours own time)

A motion was made by Comm. Adams to approve the attendance for the two individuals recited by the Chief at the event identified. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

D. William Steenbergh: “Arson Case Management”, November 25 – 27, 2019 in Concord, NH. (required to maintain certification, not a CME, \$305 registration, \$300 lodging, meals per diem rate, requesting use of District vehicle, 16 hours District time, 8 hours own time) – *95% covered by Fire Investigation Grant, no backfill or OT costs*

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

- Motion Carried, 4 – 0

E. George Finn: “Fire Officer III”, February 2 – 7 & 23 – 27, 2020 at NYS Fire Academy in Montour Falls. (not required to maintain certification, not a CME, \$25 registration, \$342

lodging, \$25 National Certification Exam fee, requesting use of District vehicle, 72 hours District time, 15 hours own time) – 95% covered by *Fire Officers Training Grant*)

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

- Motion Carried, 4 – 0

XII. ITEMS FOR EXECUTIVE SESSION

A. Chief Steenbergh – Employment history of three (3) individuals

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 7:52 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:25 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

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: 10-21-19

JIM BERETTA	
JIMMY METRANNO	
El. Alonzo	
JOHN RICHARDSON	