



Arlington Fire District

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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES November 4, 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**

Comm. Adams was still reviewing it and will be approved later in the meeting.

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

- A. October 21, 2019 Board of Fire Commissioners’ Meeting
- B. October 30, 2019 Board of Fire Commissioners’ Special Meeting

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

- Motion Carried, 4 – 0

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

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

- 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 20, 2019 from Jim Beretta to the Board of Fire Commissioners regarding Croft’s Halloween Parade.
- B. E-mail dated October 22, 2019 from Joe Rebholtz to the Board of Fire Commissioners regarding the budget and comments made.
- C. E-mail dated October 31, 2019 from Eric Philipp to the Board of Fire Commissioners regarding his intent to run for Assistant Chief in the upcoming Department Election

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

- A. E-mail dated October 25, 2019 from Susan Sommer of American Red Cross requesting use of ROM for a blood drive on December 30, 2019 from 1:00 p.m. to 6:00 p.m. (Arrival at 11:30 a.m. for set up; cleanup by 7:00 p.m.)

A motion was made by Comm. Longi to approve the use of the station. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

- B. E-mail dated October 27, 2019 from Lisa Jackson, Volunteer Recruitment Coordinator, recommending dropping Anthony Tarantino of Croft Corners Fire Company from the District roles for failure to complete training requirements.

A motion was made by Comm. Seco to drop Anthony Tarantino of Croft Corners Fire Company from the District roles for failure to complete training requirements. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

VIII. **ABSTRACT**

A motion was made by Comm. Adams to approve Abstract 19–11A. This consists of \$0 in paid bills with a total of 0 checks and \$52,413.74 in unpaid bills with a total of 34 checks for a grand total of \$52,413.74, totaling 34 checks. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

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

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

A. Comm. Seco read and made comments about the e-mail from the concerned citizen regarding the budget.

XI. **DISTRICT STAFF ITEMS**

A. Chief – William Steenbergh

1. Renew contract with OCIS

A motion was made by Comm. Seco to approve the renewal contract with OCIS. Seconded by Comm. Longi.

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

2. Surplus of vehicles – all four sold and taken off insurance. Netted \$12,500 from the sale of the vehicles and received \$2,000 back from our insurance carrier for removing them from the policy.

3. Thanked the Town Supervisor and his staff for accommodating the Red Cross in obtaining a new location for the recent blood drive. Had to be moved from ROM due to the paving project.

4. Fire Alarm System at HQ – back in May, the Board approved the new system not to exceed \$22K; 98% complete; an oversight was found in the specifications that the Alarm Room and Engine Company room upstairs weren't recognized as sleeping areas and this requires a change in the code to be compliant. A change order was issued for \$2,342 to make it code compliant. Savings were found from the original amount and requesting the Board approve \$2K above the original amount to get this done and into code compliance.

A motion was made by Comm. Adams to approve the modification to the alarm system contract to include an additional \$2K. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

5. Probationary FF Tyler Pettit is concluding his contractual training. Recommending the Board release him from probation with a date to be determined by the Chief.

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

- Motion Carried, 4 - 0

B. Assistant Chief – Eric Philipp

1. Volunteer numbers are the same
2. Training is continuing – number of members on tonight’s agenda.
3. Rig checks continuing at Station 5

C. Director of EMS David Violante

1. Department of Health Inspection – went very well. Report was sent to the Commissioners for review.
2. Thanked the Board for allowing him to attend the Vital Signs Conference.

D. Treasurer James Passikoff

1. No financial report
2. Requesting permission to pay the NYS Retirement bills early to save approximately \$10K.

A motion was made by Comm. Seco to authorize the Treasurer to pay both NYS Retirement bills early. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

XII. **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. “Modern Fire Behavior by UL”, October 28, 2019 at Millbrook HS.

1. Carlos Gonzalez – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
2. Dylan Sumski – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
3. Santiago Toledo – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
4. Girish Banalore Yellappa – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
5. Gregory Brevetti – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.

6. Michael Renza – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
 7. Kip Miller – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
- B. “Basic Exterior Firefighting Operations”, August 18 – November 17, 2019 at West Clinton FD.
1. Gregory Brevetti – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.
 2. Santiago Toledo – not required to maintain certification, not a CME, no costs, not requesting use of District vehicle.

Chief reported that there was a paperwork error at HQ for the above school request and should have been on the agenda sooner. Wanted to make sure it was on the record for the course they attended.

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

- A. Tyler Pettit: “EMS Connections Conference”, November 9, 2019 at DCC Main Campus. (required to maintain certification, is a CME, \$55 registration, not requesting use of District vehicle, 9 hours own time)

A motion was made by Comm. Adams to approve the attendance of Tyler Pettit at the “EMS Connections Conference” as stated on the agenda. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

XIII. ITEMS FOR EXECUTIVE SESSION

- A. Chief Steenbergh
1. Employment history of five (5) individuals
 2. Matter which will imperil the public safety if discussed publically

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

Chief Steenbergh requested that the Treasurer attend Executive Session. Chairman Seco agreed.

Seconded by Comm. Seco.

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 7:31 p.m.

XIV. EXECUTIVE SESSION

The Board came out of Executive Session at 8:27 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. Adams.

- 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: 11-4-19

Joe Rebholz	
JIM BERETTA	