



Arlington Fire District

11 Burnett Boulevard
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For Emergencies
DIAL 911

“Safeguarding Our Community”

BOARD OF FIRE COMMISSIONERS MEETING MINUTES November 18, 2019

ATTENDEES:

Comm. José Seco – Chairman
Comm. Jon Adams
Comm. Peter Valdez
Comm. Peter Longi
Comm. *VACANT*

Chief: William Steenbergh
Assistant Chief: Eric Philipp – (arrived at 7:19 p.m. due to being on calls)
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.

The Board offered a moment of silence for Lt. Jason Menard of the Worcester Fire Department in Massachusetts who passed away in the Line of Duty on November 13, 2019 after being trapped in a four alarm fire.

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**

Chairman Seco reported that the voucher for Rochdale Fire Company was different than what was listed on the Abstract by \$239.66.

A motion was made by Comm. Seco to approve Abstract 19–11B. This consists of \$1,976,118.00 in paid bills with a total of 2 checks and the corrected amount of \$272,707.00 in for a total of 38 checks in unpaid bills. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. November 4, 2019 Board of Fire Commissioners' Meeting

A motion was made by Comm. Adams to approve the November 4, 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. Glens Falls representatives are tentatively scheduled for the next Board meeting. Couldn't attend tonight due to the forecasted weather.

2. Received from RBC Wealth Management – “Investment Access Account Statement with Portfolio Focus” – October 2019

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 November 3, 2019 from Jim Beretta to the Board of Fire Commissioners regarding Croft's rent on recent Abstracts.

B. Received Comm. Peter Longi's "Commissioner Training Course" certificate of completion.

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

A. E-mail dated November 4, 2019 from Local 2393 requesting use of Red Oaks Mill meeting room on Sunday, December 8, 2019 from 0700 – 1600 hours for their kids Christmas Party.

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

- Motion Carried, 4 – 0

- B. E-mail dated November 6, 2019 from Steve Graff of Red Oaks Mill Fire Company requesting use of the meeting room on Sunday, December 15, 2019 from 9AM to 6PM to host “Santa at the Fire House”. Also requesting permission to bring kids and their parents, escorted by their members into the apparatus bay to look at 32-18. This is a community service event, but donations will be accepted. (A “Fund Raising Event Form” was submitted for the donations portion of their request.)

A motion was made by Comm. Adams to approve the use of the meeting room at Red Oaks Mill on December 15th by the Red Oaks Mill Fire Company for their “Santa at the Fire House” party and also permit the attendees subject to supervision by the District to enter the apparatus bay to look at 32-18. 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. Commissioner Election update – Election Inspector Eric Bennett for our Red Oaks Mill location is tentative due to possible jury duty in White Plains. Chief reported that we were able to obtain an alternate; requesting Board approval and to compensate Virginia Wagner in the amount of \$50.00, as allowed by NYS Town Law.

A motion was made by Comm. Seco to approve Virginia Wagner as an Election Commissioner (Inspector) at Red Oaks Mill with compensation of \$50.00, replacing Mr. Eric Bennett. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

X. **DISTRICT STAFF ITEMS**

- A. Chief – William Steenbergh
1. Brief discussion on school car; use funds from the four surplused vehicles of approximately \$15K; estimates the new vehicle around \$38K; will have no lights or sirens, no radios; for use for transportation to the fire academy or approved school outside of the area; more economical and reliable; requesting permission to proceed moving forward with getting hard numbers and an actual bid price.

Chairman Seco requested to hold off on this until next meeting. No action taken.

2. New electric rate – was able to obtain a reduction of 3.5% for HQ and ROM.

3. Request from the Town Supervisor to set a special BOFC meeting with the Town Board for the vendor to present his findings on the joint services facility study. Town Supervisor recommending December 11th at 7PM at the Town of Poughkeepsie Community Room of the Town Police station.

A motion was made by Comm. Adams to approve to have a joint meeting with the Town Board on December 11th at 7PM at the Community Room at the Police station for the discussion of the joint services facility. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

Assistant Chief Eric Philipp arrived at 7:19 p.m.

- B. Assistant Chief – Eric Philipp
 1. Was not able to verify the number of volunteers due to being on calls.
 2. Three (3) people are tentatively scheduled for Orientation on the 26th.
- C. Director of EMS David Violante
 1. CME Program rolling out pretty well. Doesn't change reimbursements; will be easier for members to attend classes and have classes.
 2. PCR updates coming along; rolling out in the next couple of weeks.
- D. Treasurer James Passikoff
 1. Chairman Seco acknowledged receipt of the Treasurer's October 31, 2019 Financial Report for the District. Reported that the numbers are good at this point; will meet with the Chief to review an estimate for salary and OT for November and December. OT looks really good.
 2. Cashed in last of the CD's; not ordering anymore.
 3. Status of 2018 Annual Update Document (AUD) – will provide a copy of it to the District Secretary on Wednesday.
 4. Status of 2018 Independent Financial Audit – sent a legal letter to the auditors. Will speak with them to find out when its estimated to be complete.

XI. **SCHOOL REQUESTS**

There were no school requests submitted.

XII. ITEMS FOR EXECUTIVE SESSION

A. Chief Steenbergh

1. Employment history of three (3) individuals
2. One (1) matter which will imperil the public safety if discussed open session

B. Comm. Seco

1. Employment history of two (2) individuals

Comm. Valdez wanted to follow up on the request from the Arlington Business District during the public comment period of the meeting. Brief discussion.

A motion was made by Comm. Valdez that the Fire Safety trailer be available for the Arlington Business District event happening on December 7th from 11AM to 4PM for two firefighters (or less) and the necessary rough estimate of 17 hours overtime. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

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

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 7:29 p.m.

XIII. EXECUTIVE SESSION

The Board came out of Executive Session at 8:18 p.m. and returned to Open Session.

XIV. OPEN ITEMS

As a result of Executive Session, a motion was made by Comm. Seco to move Captain Kangas from provisional to permanent position at a date to be determined by the Chief at the rank of Captain. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

As a result of Executive Session, a motion was made by Comm. Valdez to authorize the Chairman to sign the Joint Municipal Cooperative Agreement between Arlington, Fairview and the Town of Poughkeepsie, pending review of the other two parties, subject to no substantial changes by the other parties. Seconded by Comm. Adams.

- Motion Carried, 4 – 0

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: 11-18-19

JIM BERETTA	
JIMMY METRANO	