



# Arlington Fire District

11 Burnett Boulevard  
Poughkeepsie, NY 12603  
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**For Emergencies**  
***DIAL 911***

*“Safeguarding Our Community”*

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## BOARD OF FIRE COMMISSIONERS MEETING MINUTES November 6, 2023

### ATTENDEES:

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

Chief: William Steenbergh  
Assistant Chief: Eric Philipp  
Director of EMS: David Violante  
District Secretary: Renee O’Neill  
Treasurer: James Passikoff

Vice Chairman Chiumento opened the Arlington Fire District Board of Fire Commissioners’ meeting at 7:00 p.m., took a roll call of the attendees and everyone stood and recited the pledge of allegiance.

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. Longi made a motion to approve Abstract 23–11A. This consists of \$0 in paid bills with a total of 0 checks and \$35,350.65 in unpaid bills with a total of 20 checks for a grand total of \$35,350.65, totaling 20 checks. Seconded by Comm. Van Itallie.  
  
- Motion Carried, 4 – 0

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

- A. October 23, 2023 Board of Fire Commissioners' Meeting  
Comm. Longi made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried,

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

- A. Service Awards – Comm. Valdez & Comm. Longi
1. E-mail dated October 20, 2023 from Glens Falls National Bank regarding “Investment Update”.
  2. Received the 2024 LOSAP Service Fee Agreement from PenFlex for the period of 11/01/23 – 10/31/24.
    - A. Base Fee - \$4,150 (increase of \$50)  
Per-Participant - \$22 (increase of \$1)  
Payment certification & trustee directive letters - \$100 per letter (increase of \$25 per letter)

Total Estimated Standard and Distribution Services Fees:  
\$7,200 (increase of \$200)

- B. Optional Preparation of Financial Statement Disclosures
- NYS LOSAP Audit Package - \$595 (increase of \$100)
  - GASB 73 Package - \$1,100 (no change)

Brief discussion. The Board tabled item #2 until the next meeting. Comm. Valdez will be contacting FireFly to obtain a quote for their services.

- B. District Inspections – Comm. Longi & Comm. Van Itallie
  - C. District Officers / Chief Liaison – Comm. Chimento & Comm. Dore
  - D. EMS & Paramedic Liaison – Comm. Valdez & Comm. Van Itallie
  - E. Public Relations – Comm. Chimento & 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. Longi
  - I. Union Negotiations & Contract – Comm. Chimento & Comm. Dore
  - J. Career Staff Liaison – Comm. Chimento & Comm. Dore
  - K. Volunteer Recruitment – Comm. Valdez & Comm. Longi
  - L. District Safety & Health – Comm. Dore & Comm. Valdez
- M. Strategic Plan – Comm. Longi & Comm. Valdez
1. Comm Valdez reported that he wants to set up a working group meeting with the taxpayers possibly in two weeks prior to the next meeting to see who shows up, doesn't know what exactly the agenda will be and to see where it goes. Will reach out to Chairman Dore and if ok, will add it to the website.

- N. Finance Committee – Comm. Chiumento & Comm. Van Itallie
- O. IT Operations Committee – Comm. Van Itallie & Comm. Longi
- P. Croft Lease – Comm. Valdez & Comm. Longi
- Q. Rochdale Lease – Comm. Chiumento & Comm. Van Itallie

6. **CORRESPONDENCE** – *None unless otherwise noted.*

- A. Received “Fire District Affairs – October / November 2023.
- B. Received the minutes from the September 26, 2023 meeting of the Association of Fire Districts of Dutchess County.
- C. Received Eric Philipp’s letter of intent and list of qualifications to run for the position of Assistant Chief for 2024.

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

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

9. **COMMISSIONERS ITEMS** – *No reports and/or discussions unless otherwise noted.*

- A. Comm. Valdez spoke on the importance of November 11<sup>th</sup> - the end of World War I and what we are currently going through; wished everyone peace.
- B. Comm. Chiumento – concerned with the overtime and the manning of the ambulance on Saturday’s and Sunday’s. When he gets the next financial report, he will review further. Was going to ask for stats with overlapping of calls, etc., but tracking calls will be difficult since FireHouse is down. Will need to look at cutting back on any and all overtime that isn’t contractually obligated.

10. **DISTRICT STAFF ITEMS**

- A. Chief William Steenbergh
  - 1. Followed up on the conversation about the manning of the ambulances over the weekend; made a pivot to scheduling because it is hard to do it as a callback. Empress staffing is on the rise; refining numbers; no definitive answer, it’s a work in progress. Empress still responded to calls in Arlington when the Wappingers incident was going on and that was a big EMS turnout.
  - 2. Village of Wappingers incident – the Tech Rescue team was called, and they did an outstanding job rescuing the worker that was trapped. Kudos given to the Village of Wappingers FD for managing a very complex call which consisted of 10 critically injured patients, 5 first responders injuries, 3 helicopters, a gas line rupture, structure fire and a building collapse. All victims are hospitalized and improving.

3. HQ sewer update – sent a picture of a clean out that was discovered when they opened up the floor. It was determined not needed by the Engineer and it was eliminated. Pipe was replaced with one straight line; waiting for concrete to cure, then carpet installed. Did not need do the optional add on's that were in the RFP.
4. HQ building issue – problems with the overhead door where the Battalion Chief and Director of EMS park. There is cracking in the blocks; would need a structural Engineer to review. Still safe to use currently.
5. County had a major upgrade and has been problematic. It wiped out the ability for the County to export information out which impacted importing information into the FireHouse software. We are about 600 calls behind; also impacts response statistics, FOILS, website incident summary and LOSAP Admins are unable to input volunteer response data. There is no impact to the ePCR system for medical records.
6. 32-57 status – OOS permanently. Shop have been scavenging parts; Training with it in the Spring. Requesting the Board to declare it surplus.

Comm. Chiumento made a motion we declare 32-57 as surplus. Seconded by Comm. Longi.

- Motion Carried, 4 – 0

7. Lieutenant Interviews – it was determined that Comm. Dore and Comm. Longi will be on the interviewing committee. Chief will reach out to them to figure out a date.

B. Assistant Chief Eric Philipp – No report.

C. Director of EMS David Violante – echoed the Chief's comments regarding the fantastic job done by those that responded to the Village of Wappingers incident. Thanked the Board of Fire Commissioners for supporting the team.

D. 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. Anthony Crandall: “PALS”, October 27, 2023 at ROM. (No cost)
- B. Justin Carlon: “2023 Annual Dr. Ian Portelli Memorial Trauma Conference”, November 8, 2023 at the Grandview. (\$25 registration)

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

- A. Jason Fisch: “Fire Instructor I”, December 11 – 15, 2023 at NYS Fire Academy. (No cost, time off only)

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

- Motion Carried, 4 – 0

12. **ITEMS FOR EXECUTIVE SESSION**

- A. Chief Steenbergh – three (3) 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. Longi made a motion to adjourn to Executive Session. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0

The Board adjourned to Executive Session at 7:50 p.m.

13. **EXECUTIVE SESSION**

The Board came out of Executive Session at 8:47 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, Comm. Longi made a motion to adjourn the meeting. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0

Meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Renee O'Neill  
District Secretary

