



# 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”*

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## BOARD OF FIRE COMMISSIONERS MEETING MINUTES November 20, 2023

### ATTENDEES:

Comm. Richard Dore – Chairman  
Comm. Peter Longi – (absent)  
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 – (absent)  
District Secretary: Renee O’Neill  
Treasurer: James Passikoff – (absent)

Chairman Dore 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. **EXECUTIVE SESSION**
  - A. Attorney – Client Privilege

Comm. Chiumento made a motion to adjourn to Executive Session. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

The Board of Fire Commissioners adjourned to Executive Session at 7:05 p.m.

4. **RETURN TO OPEN SESSION**

The Board came out of Executive Session at 7:40 p.m. and returned to Open Session.

There were no open items for discussion and/or approval as a result of Executive Session.

5. **ABSTRACT APPROVAL**

Discussion.

Comm. Van Itallie made a motion to approve Abstract 23–11B. This consists of \$0 in paid bills with a total of 0 checks and \$3,160,925.57 in unpaid bills with a total of 45 checks for a grand total of \$3,160,925.57, totaling 45 checks. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

6. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. November 6, 2023 Board of Fire Commissioners' Meeting

Comm. Van Itallie made a motion to approve the November 6<sup>th</sup> Board of Fire Commissioners meeting minutes. Seconded by Comm. Chiumento.

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

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

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

1. E-mail dated November 3, 2023 from Glens Falls National Bank regarding “Investment Update”.

2. Tabled from 11/06/23 BOFC Meeting:

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)

3. LOSAP Actuarial & Administration proposal received 11/07/23 from FireFly.
  - A. Term is three years: 01/01/2024 – 12/31/2026
  - B. Annual Fee - \$6,200
  - C. Optional GASB 73 Report - \$1,500
  - D. Optional NYS Audit Footnote - \$200
  - E. Total \$7,900 (fixed annual fee for 3-year period)

Discussion.

Comm. Valdez made a motion to engage FireFly for LOSAP Actuarial and Administration for the next three (3) years. Seconded by Comm. Chiumento.

- Motion Carried, 4 – 0

4. Received November 10, 2023 from Glens Falls National Bank – “Statement of Value & Activity” – October 2023.

- B. District Inspections – Comm. Longi & Comm. Van Itallie
- C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Dore
- D. EMS & Paramedic Liaison – Comm. Valdez & Comm. Van Itallie
- E. Public Relations – Comm. Chiumento & 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. Chiumento & Comm. Dore
- J. Career Staff Liaison – Comm. Chiumento & Comm. Dore
- K. Volunteer Recruitment – Comm. Valdez & Comm. Longi
- L. District Safety & Health – Comm. Dore & Comm. Valdez
- M. Strategic Plan – Comm. Longi & Comm. Valdez
- 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

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

9. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted.*  
 A. E-mail dated November 2, 2023 from Quinn Curtis of Red Oaks Mill Fire Company resigning as a member of the Arlington Fire District.

Comm. Chiumento made a motion to accept. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

- A. “Company Member Transfer” forms received for Gregory Brevetti and Romain Eugene, both transferring from Red Oaks Mill Fire Company to Croft Corners Fire Company.

Comm. Chiumento made a motion to approve. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

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

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

- A. Determine date, time, and location of 2024 Organizational Meeting. Must be held within the first fifteen (15) days of January as per Town Law §174(2.) Media must be notified by December 15<sup>th</sup> of the determined date.

Discussion.

The Board agreed to hold the Organizational meeting on Monday, January 8, 2024 at 7:00 p.m. at Headquarters with a regular meeting immediately following.

12. **DISTRICT STAFF ITEMS**

- A. Chief William Steenbergh
  1. HQ overhead door update – contacted CT Male Associates (who we used for the sewer project) and received a quote of \$2500 to have a structural engineer come to HQ to do an onsite inspection, to review the bid specs from the original work done and have a report prepared. Requesting authorization for the Chief to sign the agreement.

Comm. Chiumento made a motion to authorize the Chief to sign the agreement. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

2. HQ sewer update – carpet was installed Friday and Renee moved back to her office today. No issues and everything is operating. Project was done on time and under budget.
3. 2024 Firefighter hiring – requesting permission to call for the civil service list to start the process. Budgeted four (4) new hires for 2024.

Discussion. OK'd by the Board.

4. Weekend EMS discussion – Empress weekend coverage has improved. Did not have to put 73 in service on Saturday / Sunday. Spoke about the Governor signing a direct pay bill which would require insurance companies to pay directly to the transporting company instead of to the patient who may or may not choose to forward it to the ambulance provider. This may or may not mean anything to us.

Lengthy discussion.

5. Christmas Events
  - A. Request from Croft Corners to participate in the Town Holiday Parade on December 2<sup>nd</sup>. Requesting approval for them to participate and would coordinate with the Chief on available apparatus.

Comm. Chiumento made a motion to approve. Seconded by Comm. Valdez.

- Motion Carried, 3 – 1 – 0 (Comm. Van Itallie opposed)

- B. Local 2393 requesting to use the District pick up to pull a decorated trailer for the Town Holiday Parade on December 2<sup>nd</sup>.

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

- Motion Carried, 4 – 0 – 0

- C. Local 2393 requesting to use one of the reserve engines on December 16<sup>th</sup> & 17<sup>th</sup> to bring Santa around the neighborhoods, if available. Would coordinate with the Shop and the Chief.

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

- Motion Carried, 4 – 0 – 0

- B. Assistant Chief Eric Philipp
  1. Croft Corners may be looking into requesting equipment on December 19<sup>th</sup> for a Santa Run. The request hasn't been submitted yet.
  2. Wished everyone a Happy Thanksgiving.
- C. Director of EMS David Violante – (absent)

- D. Treasurer James Passikoff – (absent)
  - 1. Chairman Dore acknowledged receipt of the Treasurer’s October 31, 2023 Financial Report for the District.

13. **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. “Basic Structural Collapse Operations”, December 12, 2023 at the Albany County Special Ops Center. (No cost)
  - 1. Shawn Castano
  - 2. Anthony Dragonetti
- B. Steven Haldeman: “CDL License Course”, dates to be determined, at Dutchess Driving School. (\$3274.00 registration)

Discussion.

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

No school requests were submitted for Board consideration.

14. **ITEMS FOR EXECUTIVE SESSION**

- A. Chief Steenbergh – Five (5) 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.
- B. Comm. Dore – One (1) item 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. Chiumento made a motion to adjourn to Executive Session. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

The Board adjourned to Executive Session at 8:29 p.m.

15. **EXECUTIVE SESSION**

The Board came out of Executive Session at 9:29 p.m. and returned to Open Session.

16. **OPEN ITEMS**

As a result of the Executive Session, Comm. Dore read the following Resolution:

BE IT RESOLVED, that the Board of Fire Commissioners of the Arlington Fire District hereby approved the Agreement between the District and the Law Offices of Anthony J. Brock to conduct investigative services, provided however that expenditures pursuant to the Agreement shall not exceed the amount of \$15,000 without written approval of the Chairman of the Fire Commissioners.

BE IT FURTHER RESOLVED that the Chairman of the Board of Fire Commissioners is hereby authorized to execute the Agreement of the District's behalf.

Comm. Chiumento made a motion to approve said Resolution. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

With no further business to conduct, Comm. Valdez made a motion to adjourn the meeting. Seconded by Comm. Chiumento.

- Motion Carried, 4 – 0 – 0

Meeting adjourned at 9:30 p.m.

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: 11-20-23

Bob Gorman	845-629-8514 bob@gormansgarage.com